

AMENDED FISCAL YEAR 2017-18 RENT PROGRAM BUDGET | ADOPTED: SEPTEMBER 20, 2017

								TOTAL ALLOCATED	Comments
Personnel - Salary & Benefits									
		# Months	Salary/ Month	FY 17-18 Salary	Benefits (at 55% of Salary)	Annual Salary & Benefits	TOTAL (1 employee)		
Title	Personnel Classification								Salary Assumptions (Started at Step III in FY 16-17; Step IV in FY 17-18)
Executive Director	Project Manager II (PLACEHOLDER)	12	\$ 11,554	\$ 138,650	\$ 76,258	\$ 214,908	\$ 214,908	\$ 214,908	\$9,024 - \$14,364
Deputy Director	Project Manager I (PLACEHOLDER)	12	\$ 8,087	\$ 97,044	\$ 53,374	\$ 150,418	\$ 150,418	\$ 150,418	\$8,087 - \$12,873
Staff Attorney	Assistant City Attorney (PLACEHOLDER)	6	\$ 11,694	\$ 70,164	\$ 38,590	\$ 108,754	\$ 108,754	\$ 108,754	\$9,024 - \$14,364
Hearing Examiner	Assistant City Attorney (PLACEHOLDER)	6	\$ 11,694	\$ 70,164	\$ 38,590	\$ 108,754	\$ 108,754	\$ 108,754	\$9,024 - \$14,364
Housing Counselor	Management Analyst I/II* (step IV)(includes 2% salary increase for fluency in another language)	7	\$ 7,462	\$ 52,234	\$ 28,729	\$ 80,963	\$ 80,963	\$ 80,963	\$6,357 \$6,674 \$6,977 \$7,315 \$7,684
Housing Counselor	Management Analyst I/II* (step IV) (includes 2% salary increase for fluency in another language)	7	\$ 7,462	\$ 52,234	\$ 28,729	\$ 80,963	\$ 80,963	\$ 80,963	\$6,357 \$6,674 \$6,977 \$7,315 \$7,684
Administrative Analyst/Rent Board Clerk	Assistant/Associate Administrative Analyst* (step IV)	8	\$ 7,315	\$ 58,520	\$ 32,186	\$ 90,706	\$ 90,706	\$ 90,706	\$6,357 \$6,674 \$6,977 \$7,315 \$7,684
Administrative Aide	Administrative Aide* (step IV)	8	\$ 5,602	\$ 44,816	\$ 24,649	\$ 69,465	\$ 69,465	\$ 69,465	\$4,910 \$5,115 \$5,360 \$5,602 \$5,873
Student Intern	Administrative Student Intern (P/T - 15 hrs./wk.)	12	\$ 1,292	\$ 15,506			\$ 15,506	\$ 15,506	\$15.54 \$17.20 \$18.81 \$20.51 \$22.07
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Student Intern	Administrative Student Intern (P/T - 15 hrs./wk.)	12	\$ 1,292	\$ 15,506			\$ 15,506	\$ 15,506	\$15.54 \$17.20 \$18.81 \$20.51 \$22.07
Overtime/Comp Time							\$ 12,000	\$ 12,000	
*Titles subject to final review by the Human Resources Department									
TOTAL PERSONNEL EXPENSES								\$ 978,953	
Cost Pool and Risk Management:									
General Liability and Worker's Comp							\$ 52,981	\$ 52,981	FY 17/18 Workers Compensation - \$2,748 per employee, General Liability - \$3,485 per employee (combined total \$6,233 per employee.) 8.5 FTEs FY 17-18
Space at 440 Civic Center Plaza							\$ 52,275	\$ 52,275	Space at 440 CCP is based on the percentage of total square footage occupied. This percentage is then applied to the total annual debt service. Rent Program is presumed to occupy 0.9% of Civic Center's total square footage. The percentage was applied to the total annual debt service for FY 2016-17 to determine the cost.
Indirect Cost							\$ 51,454	\$ 51,454	Indirect Costs are charges allocated to City Departments to reimburse the General Fund for administrative services by central service departments (i.e. City Council, City Manager, City Attorney, City Clerk, Finance, HR, etc.) Allocations are determined in the City's cost allocation plan completed by an external consultant. Since the Rent Program dept. is new, it was not included in the current cost allocation plan. Staff recommended using the allocation of a department similar in size. In this case, the City Manager's Office was used as the basis.
Supplemental Liability Insurance Policy (SLIP)							\$ 25,000	\$ 25,000	General liability policy for the Rent Control program.
Sub-Total Cost Pool + Risk Management								\$ 181,710	
IT Expenses:									
Startup Costs Year 1 and 2							\$ 29,500	\$ 29,500	Estimated startup costs.
Annual IT Costs (Including replacement funding)							\$ 18,683	\$ 18,683	General PC software and costs.
Sub-Total IT Expenses								\$ 48,183	
Legal Costs									
Outside Legal Counsel (Litigation)							\$ 120,000	\$ 120,000	Outside legal counsel to respond to litigation pertaining to the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance. Previous litigation was dismissed without prejudice on Saturday, May 6, 2017. The budgeted amount reflects estimate for anticipated future litigation.
Rent Program Legal Counsel							\$ 160,000	\$ 160,000	Legal Counsel to assist with training, daily operations, reviewing regulations, assisting with compliance and enforcement of the Ordinance, Excess Rent Complaints, Rent Adjustment Petitions, and the hearing process. Assumes approximately 12 hours per week @ \$250/hour.
Legal Services and/or Additional Legal Counsel							\$ 150,000	\$ 150,000	Legal services to provide assistance to Tenants that have paid the Maximum Allowable Rent, are being evicted (Unlawful Detainer), and are able to provide evidence that their Landlord is not in compliance with the Fair Rent, Just Cause for Eviction, and Home Owner Protection Ordinance, as may be determined by policy of the Rent Board (Contract or Employee). NOTE: FY17-18 .60 FTE (~3 days a week) Assistant City Attorney salary and benefits, but does not include cost pool or risk management.
Sub-Total Legal Expenses								\$ 430,000	
Other Operating Expenses									
Postage & Mailing							\$ 75,000	\$ 75,000	Costs of mailing include production, printing, proofing, and postage (assumes ~\$25,000 per mailing.)
Copying & Duplicating							\$ 50,000	\$ 50,000	Bulk printing of materials for public outreach and information.
Copy Machine Rental							\$ 5,000	\$ 5,000	Cost of rental and maintenance of Xerox machines in 440 Civic Center Plaza.
Miscellaneous Expenses							\$ 10,000	\$ 10,000	Miscellaneous expenses associated with program development and operations.
Office Supplies and Furniture							\$ 6,000	\$ 6,000	Cost of general office supplies, timestamp, and office furniture (e.g. desk chairs.)
Sub-Total Other Operating								\$ 146,000	

							TOTAL ALLOCATED	Comments
Professional and Admin Services								
Professional Service Contracts:								
Management Partners							\$ 20,000	Professional services and technical assistance to assist with startup program design, processes, and administration. Services are likely to conclude by the end of FY 2017-18.
Additional Subject Matter Experts							\$ 30,000	Contracts with subject matter experts to assist with drafting and reviewing regulations and other Rent Board policies.
Contract Hearing Examiner Services							\$ 6,025	Contract services to conduct hearings in the absence, or in addition to, a Staff Hearing Examiner.
Mediation Services							\$ 30,000	Mediation services to provide a mediation option for Landlords and Tenants to potentially reduce demands for formal hearings, as may be determined by policy of the Rent Board. Assumes \$600 per mediation case, budget allows for 50 mediation sessions.
Translation Services							\$ 30,000	Translation services to ensure that all forms and notices are available in both English and Spanish, at a minimum, and for oral translation, as it may be advantageous for administration. Assumes 9,000 words per month @ \$0.14/word and 25 hours of verbal translation @ \$50.00/hour.
Community Education							\$ 20,000	Materials and supplies for large-format community education workshops, computer support sessions, and the development of a LEAP Digital Literacy LearnerWeb module.
Mileage							\$ 1,000	Use of City pool car.
Training / Conferences							\$ 15,000	Legal and professional trainings (e.g. dispute resolution, handling of sensitive information) for staff, attendance at conferences.
Cell Phone							\$ 1,200	Assumed for Executive Director.
Books and Educational Materials							\$ 200	Educational and reference materials.
Ad & Promotional materials							\$ 2,000	Posting of community events and other information in publications.
Sub-Total Professional & Admin							\$ 155,425	
TOTAL OPERATING EXPENSES							\$ 961,318	
Reserves:								
Operating Reserve (17%)							\$ 329,846	As recommended by the Government Finance Officers Association (GFOA.)
Risk Reserve (8%)							\$ 155,222	Risk Management reserve fund.
Sub-Total Reserves							\$ 485,068	
GRAND TOTAL							\$ 2,425,338	