

AMENDED FISCAL YEAR 2016-17 and DRAFT 2017-18 RENT PROGRAM BUDGETS | Adopted: May 24, 2017

| | | | | | | | DRAFT FY 2017-18 | AMENDED FY 2016-17 (7 months) | Comments |
|---|---------------------------|------------------|--------------------------------|-----------------------------|-----------------------|-------|------------------|-------------------------------|---|
| Personnel - Salary & Benefits | | | | | | | | | |
| | Salary (Step 4)/ Month | Annual Salary | Benefits (at 55% of Salary) | Annual Salary & Benefits | TOTAL (1 employee) | % FTE | | | |
| Possible Positions, Titles, & Expenses | | 12 | 0.55 | | | | | | Salary Assumptions (Started at Step III in FY 16-17; Step IV in FY 17-18) |
| Executive Director | \$ 11,554 | \$ 138,650 | \$ 76,258 | \$ 214,908 | \$ 214,908 | 100% | \$ 214,908 | \$ 68,225 | \$8,087 - \$12,873 (4 month estimate FY 16-17) |
| Senior Management Analyst* | \$ 8,247 | \$ 98,964 | \$ 54,430 | \$ 153,394 | \$ 153,394 | 100% | \$ 153,394 | \$ 85,368 | \$7,158 \$7,496 \$7,868 \$8,247 \$8,657 |
| Management Analyst I/II* | \$ 7,315 | \$ 87,780 | \$ 48,279 | \$ 136,059 | \$ 136,059 | 100% | \$ 136,059 | \$ 75,700 | \$6,357 \$6,674 \$6,977 \$7,315 \$7,684 |
| Management Analyst I/II* | \$ 7,315 | \$ 87,780 | \$ 48,279 | \$ 136,059 | \$ 136,059 | 100% | \$ 136,059 | \$ 75,700 | \$6,357 \$6,674 \$6,977 \$7,315 \$7,684 |
| Assistant/Associate Administrative Analyst* | \$ 7,315 | \$ 87,780 | \$ 48,279 | \$ 136,059 | \$ 136,059 | 100% | \$ 136,059 | | \$6,357 \$6,674 \$6,977 \$7,315 \$7,684 |
| Administrative Trainee* | \$ 5,914 | \$ 70,968 | \$ 39,032 | \$ 110,000 | \$ 110,000 | 100% | \$ 110,000 | \$ 61,292 | \$3,685 \$3,829 \$3,983 \$4,151 \$4,325 |
| Code Enforcement Officer I* (duties shall include the issuance of citations and liens for non-compliance with payment of fees approved by City Council) | \$ 2,689 | \$ 32,262 | \$ 17,744 | \$ 50,006 | \$ 50,006 | 50% | \$ 50,006 | | \$4,727 \$4,940 \$5,159 \$5,377 \$5,577 |
| Administrative Student Intern (P/T - 15 hrs./wk.) | \$ 1,292 | \$ 15,506 | | | | 50% | \$ 15,506 | \$ 8,295 | \$15.54 \$17.20 \$18.81 \$20.51 \$22.07 |
| Administrative Student Intern (P/T - 15 hrs./wk.) | \$ 1,292 | \$ 15,506 | | | | 50% | \$ 15,506 | \$ 8,295 | \$15.54 \$17.20 \$18.81 \$20.51 \$22.07 |
| Overtime/Comp Time* | | | | | | | \$ 12,000 | \$ 10,000 | |
| <i>*Titles subject to final review by the Human Resources Department</i> | | | | | | | | | |
| TOTAL PERSONNEL EXPENSES | | | | | | 7.5 | \$ 979,497 | \$ 392,876 | |
| Cost Pool and Risk Management: | | | | | | | | | |
| General Liability and Worker's Comp | | | | | | | \$ 52,981 | \$ 43,631 | FY 17/18 Workers Compensation - \$2,748 per employee, General Liability - \$3,485 per employee (combined total \$6,233 per employee.) 7 FTEs FY 16-17; 7.5 FTEs FY 17-18 |
| Space at 440 Civic Center Plaza | | | | | | | \$ 52,275 | \$ 30,179 | 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. |

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|---|--|--|--|--|--|--|-------------------|-------------------------------|---|
| Indirect Cost | | | | | | | \$ 51,454 | \$ 31,810 | 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 | | General liability policy for the Rent Control program (FY 2017-18.) |
| Sub-Total Cost Pool + Risk Management | | | | | | | \$ 181,710 | \$ 105,620 | |
| IT Expenses: | | | | | | | | | |
| Startup Costs Year 1 and 2 | | | | | | | \$ 29,500 | \$ 27,399 | Estimated startup costs. |
| Annual IT Costs (Including replacement funding) | | | | | | | \$ 18,683 | \$ 12,452 | General PC software and costs. |
| IT Support | | | | | | | \$ - | \$ 19,000 | Additional IT staff support. |
| Sub-Total IT Expenses | | | | | | | \$ 48,183 | \$ 58,851 | |
| Legal Costs | | | | | | | | | |
| Outside Legal Counsel (Litigation) | | | | | | | \$ 50,000 | \$ 50,000 | 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 | \$ 40,000 | 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 (3 months for FY 16/17) @ \$250/hour. |
| Legal Services and/or Additional Legal Counsel | | | | | | | \$ 135,494 | \$ 20,000 | 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 | | | | | | | \$ 345,494 | \$ 110,000 | |
| Other Operating Expenses | | | | | | | | | |

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|--|--|------------------|-------------------------------|---|
| Postage & Mailing | | \$ 75,000 | \$ 50,000 | Costs of mailing include production, printing, proofing, and postage (assumes ~\$25,000 per mailing.) |
| Copying & Duplicating | | \$ 50,000 | \$ 10,000 | Bulk printing of materials for public outreach and information. |
| Copy Machine Rental | | \$ 5,000 | \$ 3,500 | Cost of rental and maintenance of Xerox machines in 440 Civic Center Plaza. |
| Miscellaneous Expenses | | \$ 10,000 | | Miscellaneous expenses associated with program development and operations (FY 2017-18.) |
| Office Supplies and Furniture | | \$ 6,000 | \$ 1,000 | Cost of general office supplies, timestamp, and office furniture (e.g. desk chairs.) |
| Sub-Total Other Operating | | \$ 146,000 | \$ 64,500 | |
| Professional and Admin Services | | | | |
| Professional Service Contracts: | | | | |
| Management Partners | | \$ 20,000 | \$ 128,500 | 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. |
| Professional and Admin Services (continued) | | | | |
| Relocation Assistance | | \$ 10,000 | \$ 10,000 | Relocation assistance to provide counseling support and services to Tenants, as may be determined by policy of the Rent Board. |
| Mediation Services | | \$ 60,000 | \$ 15,000 | 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 8 cases per month, \$100/hr., 6 hours maximum. |
| Hearing Officer Services | | \$ 80,000 | \$ 20,000 | Hearing Officer services to ensure that hearings are administered in accordance with adopted Rent Board rules and procedures (Contract or Employee - does not include benefits, cost pool, or risk management). Assumes 2 hours per case @ \$220/hour. |
| Translation Services | | \$ 30,000 | \$ 10,000 | 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 | \$ 5,000 | LEAP Digital Rent Program Literacy Proposal and other outreach activities. |
| Mileage | | \$ 1,000 | | Use of City pool car (FY 2017-18.) |
| Training / Conferences | | \$ 15,000 | | Legal and professional trainings (e.g. dispute resolution, handling of sensitive information) for staff, attendance at conferences (FY 2017-18.) |
| Cell Phone | | \$ 1,200 | | Assumed for (FY 2017-18.) |
| Books | | \$ 200 | | Educational and reference materials (FY 2017-18.) |

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| Ad & Promotional materials | | | | | | | \$ 2,000 | | Posting of community events and other information in publications (FY 2017-18.) |
| Sub-Total Professional & Admin | | | | | | | \$ 239,400 | \$ 188,500 | |
| TOTAL OPERATING EXPENSES | | | | | | | \$ 960,787 | \$ 527,471 | |
| Reserves: | | | | | | | | | |
| Operating Reserve (17%) | | | | | | | \$ 329,848 | \$ 156,459 | As recommended by the Government Finance Officers Association (GFOA.) |
| Risk Reserve (8%) | | | | | | | \$ 155,223 | \$ 73,628 | Risk Management reserve fund. |
| Sub-Total Reserves | | | | | | | \$ 485,071 | \$ 230,087 | |
| GRAND TOTAL | | | | | | | \$ 2,425,355 | \$ 1,150,433 | |