

**REVISED PROPOSED FISCAL YEAR 2018-19 RENT PROGRAM BUDGET | ADOPTED: APRIL 23, 2018**

						TOTAL ALLOCATED FY 17-18	BUDGETED FY 2018-19	Comments
Obj. Code	Title	FY 18-19 Salary	Benefits (at 55% of Salary)	FY 18-19 Salary & Benefits	TOTAL (1 employee)			Salary Assumptions (includes Step Increase)
			0.55					
400001	<b>EXECUTIVE STAFF</b>	\$ 530,552	\$ 291,804	\$ 822,356	\$ 822,356	\$ 582,834	\$ 822,356	
	Executive Director*	\$ 148,000	\$ 81,400	\$ 229,400	\$ 229,400	\$ 214,908	\$ 229,400	\$9,024 - \$14,364
	Deputy Director*	\$ 101,896	\$ 56,043	\$ 157,939	\$ 157,939	\$ 150,418	\$ 157,939	\$8,087 - \$12,873
	Staff Attorney	\$ 140,328	\$ 77,180	\$ 217,508	\$ 217,508	\$ 108,754	\$ 217,508	\$9,024 - \$14,364
	Hearing Examiner	\$ 140,328	\$ 77,180	\$ 217,508	\$ 217,508	\$ 108,754	\$ 217,508	\$9,024 - \$14,364
400002	<b>MANAGEMENT STAFF - 1021</b>	\$ 242,235	\$ 133,229	\$ 375,464	\$ 375,464	\$ 252,632	\$ 375,464	
	Rent Program Services Analyst	\$ 85,891	\$ 47,240	\$ 133,131	\$ 133,131	\$ 80,963	\$ 133,131	\$6,357 \$6,674 \$6,977 \$7,315 \$7,684
	Rent Program Services Analyst	\$ 82,102	\$ 45,156	\$ 127,258	\$ 127,258	\$ 80,963	\$ 127,258	\$6,357 \$6,674 \$6,977 \$7,315 \$7,684
	Administrative Analyst	\$ 74,242	\$ 40,833	\$ 115,075	\$ 115,075	\$ 90,706	\$ 115,075	\$6,357 \$6,674 \$6,977 \$7,315 \$7,684
400003	<b>LOCAL 1021 STAFF</b>	\$ 121,100	\$ 66,605	\$ 187,705	\$ 187,705	\$ 69,465	\$ 187,705	
	Administrative Aide	\$ 60,550	\$ 33,303	\$ 93,853	\$ 93,853	\$ 69,465	\$ 93,853	\$4,910 \$5,115 \$5,360 \$5,602 \$5,873
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400006	<b>PART TIME/TEMP STAFF</b>	\$ 66,740	\$ -	\$ -	\$ -	\$ 62,024	\$ 66,740	
	Administrative Student Intern	\$ 16,685				\$ 15,506	\$ 16,685	\$15.54 \$17.20 \$18.81 \$20.51 \$22.07
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400031	<b>Overtime/Comp Time</b>					\$ 12,000	\$ 5,000	
*Salary increases for Executive Staff are discretionary in nature. Figures shown represent maximums and are subject to Board or Director approval.								
<b>TOTAL SALARIES AND BENEFITS</b>						<b>\$ 978,953</b>	<b>\$ 1,457,265</b>	
<b>Cost Pool and Risk Management:</b>								
400574	General Liability and Worker's Comp					\$ 52,981	\$ 68,563	Workers Compensation - \$2,748 per employee, General Liability - \$3,485 per employee (combined total \$6,233 per employee.) 10 FTEs FY 18-19
400591	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.

		TOTAL ALLOCATED FY 17-18	BUDGETED FY 2018-19	Comments
400586	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.
400552	Supplemental Liability Insurance Policy (SLIP)	\$ 25,000	\$ 25,000	General liability policy for the Rent Control program.
<b>Sub-Total Cost Pool + Risk Management</b>		<b>\$ 181,710</b>	<b>\$ 197,292</b>	
<b>IT Costs</b>				
400220	IT Professional Services and Startup Costs	\$ 29,500	\$ 3,000	IT Services - Contract with DataTree for property verification data (\$250 per month); Contract with Superion for database development
400601	Annual IT Costs (Including replacement funding)	\$ 18,683	\$21,683	General PC software and costs.
<b>Sub-Total IT Expenses</b>		<b>\$ 48,183</b>	<b>\$ 24,683</b>	
<b>Legal Costs</b>				
400206	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.
400206	Rent Program Legal Counsel (Contract)	\$ 160,000	\$ -	Contract legal services to support the Rent Program Department.
400206	Community Services Agency Contracts	\$ 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 Homeowner Protection Ordinance.
<b>Sub-Total Legal Expenses</b>		<b>\$ 430,000</b>	<b>\$ 270,000</b>	

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<b>Professional and Admin Services</b>							
400201	Contractor to focus on Compliance				N/A	\$ 97,500	Mass-mailing and exemption verification project; issuing correspondence; taking legal action. Assumes \$150/hour for 10-15 hours per week.
400201	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.
400201	Additional Subject Matter Experts				\$ 30,000	\$ -	Contracts with subject matter experts to assist with drafting and reviewing regulations and other Rent Board policies
400201	Contract Hearing Examiner Services				\$ 6,025	\$ 57,000	Contract attorney to act as a backup hearing examiner in the event there is (1) a conflict of interest between either party and the Staff Hearing Examiner or (2) backup services are needed to adequately handle the volume of petitions submitted in the first operational year of the Hearings Unit. Assumes 6 petitions per fiscal year, 38 hours per petition, at a rate of \$250 per hour.
400201	Mediation Services				\$ 30,000	\$ -	Contract with mediation service provider
400201	Translation Services				\$ 30,000	\$ 15,000	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 4,500 words per month @ \$0.14/word and 10 hours of verbal translation per month @ \$50.00/hour.
<b>Sub-Total Professional &amp; Admin</b>					<b>\$ 116,025</b>	<b>\$ 169,500</b>	
<b>Other Operating Expenses</b>							
400231	Postage & Mailing				\$ 75,000	\$ 50,000	Costs of mailing include production, printing, proofing, and postage
400233	Copying & Duplicating				\$ 50,000	\$ 5,000	Bulk printing of materials for public outreach and information.
400304	Copy Machine Rental				\$ 5,000	\$ 5,000	Cost of rental and maintenance of Xerox machines in 440 Civic Center Plaza.

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400322	Miscellaneous Expenses				\$ 10,000	\$ 10,000	Miscellaneous expenses associated with program development and operations.
400341	Office Supplies and Furniture				\$ 6,000	\$ 21,000	Cost of general office supplies, timestamp, and office furniture (e.g. desk chairs.)
400344	Computer/Phone Supplies				N/A - New Line Item (previously included in misc expenses)	\$ 6,300	10 computer monitors @ \$300.00; 8 headsets @ \$379.95; 1 phone setup @ \$200
400272	Community Education				\$ 20,000	\$ 10,000	Materials for community workshops and other outreach events.
400242	Mileage				\$ 1,000	\$ 1,000	Use of City pool car.
400243	Training / Conferences				\$ 15,000	\$ 10,500	Cost of attending Mediation Training for 7 staff members (\$1,500 per person)
400401	Phone				\$ 1,200	\$ 1,200	Cell phone for Executive Director.
400262	Books and Educational Materials				\$ 200	\$ 200	Educational and reference materials.
	UC Berkeley Public Service Internship Program Interns				N/A	\$ 3,000	The Rent Program has partnered with the UC Berkeley Public Service Center to host two interns at the Rent Program Office. The requested financial contribution for the Public Service Internship Program is a \$1,500 stipend per intern for the academic year.
400271	Ad & Promotional materials				\$ 2,000	\$ 2,000	Posting of community events and other information in publications; use of Canva graphics; Adobe InDesign subscription (\$240 annually)
	Sub-Total Other Operating				\$ 185,400	\$ 125,200	
	<b>TOTAL OPERATING EXPENSES</b>				<b>\$ 961,318</b>	<b>\$ 786,675</b>	
	<b>Reserves:</b>						
	Operating Reserve (17%)				\$ 329,846	\$ 381,470	As recommended by the Government Finance Officers Association (GFOA.)
	Risk Reserve (8%)				\$ 155,222	\$ 179,515	Risk Management reserve fund.
	Sub-Total Reserves				\$ 485,068	\$ 560,985	
	<b>GRAND TOTAL</b>				<b>\$ 2,425,339</b>	<b>\$ 2,804,925</b>	