

RENT PROGRAM FISCAL YEAR 2019-20 BUDGET | Adopted: March 20, 2019

EXPENDITURES									
Obj. Code		FY 19-20 Salary	Benefits (at 57% of Salary)	FY 19-20 Salary & Benefits***	TOTAL (1 employee)				
	Title		0.57			BUDGETED AMOUNT FY 18-19	BUDGETED AMOUNT FY 19-20	Salary Assumptions (includes Step Increase)	
400001	EXECUTIVE STAFF	\$ 672,384	\$ 383,259	\$ 1,059,842	\$ 1,059,842	\$ 822,356	\$ 1,059,842		
	Executive Director*	\$ 153,336	\$ 87,402	\$ 244,938	\$ 244,938	\$ 229,400	\$ 244,938	\$9,024 - \$14,364	
	Deputy Director*	\$ 120,000	\$ 68,400	\$ 188,400	\$ 188,400	\$ 157,939	\$ 188,400	\$8,087 - \$12,873	
	Staff Attorney*	\$ 145,380	\$ 82,866	\$ 228,246	\$ 228,246	\$ 217,508	\$ 228,246	\$9,024 - \$14,364	
	Staff Attorney**	\$ 108,288	\$ 61,724	\$ 170,012	\$ 170,012	\$ -	\$ 170,012	\$9,024 - \$14,364	
	Hearing Examiner* **	\$ 145,380	\$ 82,866	\$ 228,246	\$ 228,246	\$ 217,508	\$ 228,246	\$9,024 - \$14,364	
400002	MANAGEMENT STAFF - IFPTE LOCAL 21	\$ 328,476	\$ 187,231	\$ 518,107	\$ 518,107	\$ 375,464	\$ 518,107		
	Rent Program Services Analyst**	\$ 87,780	\$ 50,035	\$ 137,815	\$ 137,815	\$ 127,258	\$ 137,815	\$6,357 \$6,674 \$6,977 \$7,315 \$7,684	
	Rent Program Services Analyst	\$ 92,208	\$ 52,559	\$ 147,167	\$ 147,167	\$ 133,131	\$ 147,167	\$6,357 \$6,674 \$6,977 \$7,315 \$7,684	
	Rent Program Services Analyst**	\$ 74,244	\$ 42,319	\$ 116,563	\$ 116,563	\$ -	\$ 116,563	\$6,357 \$6,674 \$6,977 \$7,315 \$7,684	
	Administrative Analyst	\$ 74,244	\$ 42,319	\$ 116,563	\$ 116,563	\$ 115,075	\$ 116,563	\$6,357 \$6,674 \$6,977 \$7,315 \$7,684	
400003	SEIU LOCAL 1021 STAFF	\$ 193,716	\$ 110,418	\$ 304,134	\$ 304,134	\$ 187,705	\$ 304,134		
	Administrative Aide	\$ 64,320	\$ 36,662	\$ 100,982	\$ 100,982	\$ 93,853	\$ 100,982	\$4,910 \$5,115 \$5,360 \$5,602 \$5,873	
	Administrative Aide**	\$ 70,476	\$ 40,171	\$ 110,647	\$ 110,647	\$ 93,853	\$ 110,647	\$4,910 \$5,115 \$5,360 \$5,602 \$5,873	
	Administrative Aide**	\$ 58,920	\$ 33,584	\$ 92,504	\$ 92,504	\$ -	\$ 92,504	\$4,910 \$5,115 \$5,360 \$5,602 \$5,873	
400006	PART TIME/TEMP STAFF	\$ 39,994		\$ 39,994	\$ 39,994	\$ 66,740	\$ 39,994		
	Administrative Student Intern (0.5 FTE)**	\$ 19,997		\$ 19,997	\$ 19,997	\$ 15,506	\$ 19,997	\$15.54 \$17.20 \$18.81 \$20.51 \$22.07	
	Administrative Student Intern (0.5 FTE)**	\$ 19,997		\$ 19,997	\$ 19,997	\$ 15,506	\$ 19,997	\$15.54 \$17.20 \$18.81 \$20.51 \$22.07	
	Bilingual Pay Differential (2%)					\$ -	\$ 10,523		
400031	OVERTIME/COMP TIME					\$ 5,000	\$ 5,000		
	*Salary increases for Executive Staff are discretionary in nature. Figures shown represent maximums and are subject to Board or Director approval.					**Budgeted as a bilingual position			
	***Also includes auto allowances and health insurance opt-out plans if employee has elected for these benefits								
	TOTAL SALARIES AND BENEFITS					\$ 1,457,265	\$ 1,937,601		
	Cost Pool and Risk Management:								
400574	General Liability and Worker's Comp					\$ 68,563	\$ 81,029	Workers Compensation - \$2,748 per employee, General Liability - \$3,485 per employee (combined total \$6,233 per employee.) 13 FTEs FY 19-20	
400591	Space at 440 Civic Center Plaza					\$ 52,275	\$ 64,523	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. Since the Rent Program's square footage has expanded by approximately 25% since FY 2016-17, the budgeted amount for FY 2019-20 was increased by 25%.	
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. The City Manager's Office was used as the basis since Rent Program was not included in the Cost Allocation Plan.	
400552	Supplemental Liability Insurance Policy (SLIP)					\$ 25,000	\$ 8,750	Errors and Omissions and General Liability Coverage for the Rent Program	
	Sub-Total Cost Pool + Risk Management					\$ 197,292	\$ 205,756		

IT Costs							
	IT Professional Services and Startup Costs				\$3,000	\$0	IT Services - Contract with DataTree for property verification data (\$250 per month); Contract with Superior for database development
400601	Annual IT Costs (Including replacement funding)				\$21,683	\$23,683	General PC software and costs.
Sub-Total IT Expenses					\$ 24,683	\$ 23,683	
Legal Costs							
400206	Outside Legal Counsel (Litigation)				\$ 120,000	\$ 15,000	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. Contract outside legal counsel may be necessary in the event of future claims (for Errors and Omissions, for example)
400206	Community Services Agency Contracts				\$ 150,000	\$ 200,000	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.
Sub-Total Legal Expenses					\$ 270,000	\$ 215,000	
Professional and Admin Services							
	Contractor to Focus on Compliance				\$ 97,500	\$ -	Duties assumed by Rent Program Services Analyst
	Contract Hearing Examiner Services				\$ 57,000	\$ -	Duties assumed by second Staff Attorney
	Contract for Financial Consulting Services				\$ -	\$ 20,000	Proposed Contract with Financial Consultant to (1) Develop Financial Projections, (2) Provide recommendations to achieve long-term financial stability, and (3) Provide recommendations regarding financial and budgetary best practices
400201	Translation Services				\$ 15,000	\$ 23,500	Translation services to (1) translate print and outreach materials (assumes 4,500 words per month @ \$0.14/word) (2) Rent Adjustment Petition decisions (approximately \$430 per decision, three translated decisions per month) and verbal translation (assumes 60 minutes per month @ \$0.65 per minute).
Sub-Total Professional & Admin					\$ 169,500	\$ 43,500	
Other Operating Expenses							
400231	Postage & Mailing				\$ 50,000	\$ 20,000	Costs of mailing include production, printing, proofing, and postage
400233	Copying & Duplicating				\$ 5,000	\$ 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
400322	Miscellaneous Expenses				\$ 10,000	\$ 10,000	Miscellaneous expenses associated with program development and operations
400341	Office Supplies				\$ 21,000	\$ 9,000	Cost of general office supplies
400344	Computer/Phone Supplies				\$ 6,300	\$ 6,350	10 computer monitors @ \$175.00; 3 phone setups (for counseling stations) @ \$200; 3 laptops @ \$1,200; 1 printer for counseling station @ \$400
400272	Community Education				\$ 10,000	\$ 2,500	Materials for community workshops and other outreach events

400242	Mileage				\$ 1,000	\$ 1,000	Use of City pool car
400243	Training /Conferences				\$ 10,500	\$ 2,000	Attendance at trainings/continuing education and/or conferences (e.g. APA)
400401	Phone				\$ 1,200	\$ 1,200	Cell phone for Executive Director
400262	Books/Materials				\$ 200	\$ 200	Educational and reference materials
400261	Data Subscriptions				\$ 3,000	\$ 6,000	DataTree subscription (\$250 per month) and legal research subscription (\$250 per month)
	UC Berkeley Public Service Internship Program Interns				\$ 3,000	\$ 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				\$ 128,200	\$ 73,250	
	TOTAL OPERATING AND SALARY EXPENSES				\$ 2,246,940	\$ 2,498,790	
	Reserves:						
	Operating Reserve (17%)				\$ 381,470	\$ 424,794	As recommended by the Government Finance Officers Association (GFOA)
	GRAND TOTAL INCLUDING RESERVES				\$ 2,807,925	\$ 2,923,584	