

FY 2021-2022 BUDGET | ADOPTED: March 9, 2021

Object #	City Account Description	FY 18-19 ACTUALS	FY 19-20 ACTUALS	FY 20-21 ACTUALS THROUGH PERIOD 6	Projected to 6/30/21	FY 20-21 PROJECTED	FY 21-22 ADOPTED	Notes
REVENUES								
340445	Fees/Admin Fees	2,189,703	2,681,689	2,187,010	324,041	2,511,051	2,893,854	(1)
361701	Int & Invest/Pooled-All Other	367	11,537	9,640	4,820	14,460	14,460	
364867	Revenue from Collections	133	13,042	18,658	9,329	27,988	30,000	
TOTAL REVENUES		2,190,203	2,706,268	2,215,308	338,190	2,553,498	2,938,314	
EXPENSES								
400001	Salaries & Wages/Executive	530,092	639,594	333,524	333,524	667,048	677,798	(2)
400002	Salaries & Wages/Mgmt-Local 21	294,152	263,080	82,674	102,956	185,630	284,628	(2)
400003	Salaries & Wages/Local 1021	128,866	150,317	95,266	94,992	190,258	169,860	(2)
400006	Salaries & Wages/PT-Temp	49,557	45,905	14,338	14,336	28,673	43,036	(2)
400031	Overtime/General	4,778	2,094	409	650	1,060	2,500	
400048	Other Pay/Bilingual Pay	6,993	9,064	4,937	4,086	9,024	11,377	
400049	Other Pay/Auto Allowance	4,200	4,200	2,100	2,100	4,200	4,200	
400050	Other Pay/Medical-In Lieu of	2,700	1,500	-	-	-	2,400	
400079	Comp Absences/WC-Prof-Mgt-Tec	1,486	5,328	-	-	-	-	
Subtotal - Salaries & Wages		1,022,823	1,121,084	533,249	552,645	1,085,893	1,195,799	
400103	P-Roll Ben/Medicare Tax-ER Shr	14,937	16,389	7,781	7,279	15,060	15,992	(3)
400104	P-Roll Ben/PERS Benefits	-	-	-	-	-	-	
400105	P-Roll Ben/Health Insurance Be	146,557	136,575	63,625	68,508	132,132	140,309	
400106	P-Roll Ben/Dental Insurance	16,652	17,021	7,302	7,302	14,604	15,508	
400109	P-Roll Ben/Employee Assistance	430	473	218	218	437	464	
400110	P-Roll Ben/Professional Dev-Mg	3,728	5,200	159	956	1,116	3,750	
400111	P-Roll Ben/Vision	2,106	2,095	966	966	1,932	2,052	
400112	P-Roll Ben/Life Insurance	5,557	4,006	1,748	1,748	3,497	3,713	
400114	P-Roll Ben/Long Term Disabilit	9,408	10,100	4,743	4,746	9,489	10,076	
400116	P-Roll Ben/Unemployment Ins	1,860	5,100	2,660	2,736	5,396	5,730	
400117	P-Roll Ben/Personal/Prof Dev	750	1,493	1,500	-	1,500	5,250	
400118	P-Roll Ben/Worker Comp-Injury Appt	-	-	338	-	338	359	
400121	P-Roll Ben/Worker Comp-Clerica	13,806	12,154	8,435	9,684	18,119	19,240	
400122	P-Roll Ben/Worker Comp-Prof	69,352	60,744	37,319	37,350	74,669	79,290	
400127	P-Roll Ben/OPEB	39,338	43,623	21,437	-	21,437	22,763	
400130	P-Roll Ben/PARS Benefits	642	434	15	73	88	94	
400149	P-Roll Ben/Misc	123,021	140,616	70,857	71,944	142,801	151,638	
400151	P-Roll Ben/Misc (UAL)	162,985	235,683	126,812	128,763	255,574	271,391	
Subtotal Fringe Benefits		611,127	691,706	355,916	342,272	698,188	747,618	
400201	Prof Svcs/Professional Svcs	32,112	38,241	4,980	4,980	9,960	18,350	(4)
400206	Prof Svcs/Legal Serv Cost	137,614	193,742	33,332	99,996	133,328	210,000	(5)
400220	Prof Svcs/Info Tech Services	2,375	-	-	-	-	-	
400241	Travel & Trng/Meal Allowance	359	-	-	-	-	-	
400242	Travel & Trng/Mileage	1,284	17	-	-	-	-	
400243	Travel & Trng/Conf, Mtng Trng	280	-	-	-	-	-	
400245	Travel & Trng/Tuition Rmb/Cert	800	800	-	800	800	800	(6)
400261	Dues & Pub/Memberships & Dues	824	1,590	-	1,650	1,650	1,650	(7)
400263	Dues & Pub/Subscription	1,500	-	-	-	-	-	
400271	Ad & Promo/Advertising & Promo Materials	1,559	2,106	537	537	1,074	5,675	(8)
400272	Ad & Promo/Community Events	1,563	1,722	-	-	-	-	
400280	Adm Exp/Program Supplies	5,292	1,600	584	584	1,168	3,950	(9)
Subtotal Prof & Admin Services		185,563	239,819	39,433	108,547	147,980	240,425	
400231	Off Exp/Postage & Mailing	10,849	5,905	3,063	3,063	6,126	22,647	(10)
400232	Off Exp/Printing & Binding	12,071	3,295	1,815	1,815	3,630	25,807	(11)
400233	Off Exp/Copying & Duplicating	46	-	236	236	472	500	
400304	Rental Exp/Equipment Rental	8,721	4,532	985	6,000	6,985	8,000	(12)
400321	Misc Exp/Misc Contrib	3,000	-	-	3,000	3,000	3,000	(13)
400322	Misc Exp/Misc Exp	3,061	2,262	-	2,000	2,000	2,925	
400341	Off Supp/Office Supplies	8,721	6,024	1,254	1,254	2,508	6,795	
400344	Off Supp/Computer Supplies	18	783	-	-	-	-	
Subtotal Other Operating		46,486	22,801	7,353	17,368	24,721	69,674	
400401	Utilities/Tel & Telegraph	254	414	229	229	458	500	
400552	Prov Fr Ins Loss/Ins Gen Liab	8,029	8,765	7,950	1,200	9,150	9,300	
400574	Cost Pool/(ISF)-Gen Liab	55,701	75,144	34,755	34,755	69,510	79,937	
400586	Cost Pool/(CAP)-Admin Charges	51,454	51,454	25,726	25,726	51,452	52,481	
400591	Cost Pool/(IND)Civic Ctr Alloc	52,420	47,026	25,143	25,143	50,286	50,286	
400601	Noncap Asst/Comp Hrdware<5K	-	6,526	-	-	-	10,800	(14)
400604	Noncap Asst/Furniture <5K	13,328	-	-	-	-	-	
TOTAL EXPENSES		2,047,186	2,264,738	1,029,753	1,107,885	2,137,638	2,456,820	
BUDGETED OPERATING RESERVE		560,985	424,794	N/A	N/A	420,821	429,944	(15)
TOTAL BUDGET		2,804,925	2,923,584	N/A	N/A	2,896,242	2,886,764	

Notes:

- (1) Assumes a Fiscal Year 2021-22 Rental Housing Fee of \$218 for Fully Covered unit and \$123 for Partially Covered units
- (2) See page 14 of the Budget and Fee Study report for detailed salary and wage assumptions
- (3) Fringe benefits are estimated at 62% of salaries and wages
- (4) Includes \$4,000 for a property information subscription, \$3,000 for a legal research subscription, \$6,000 for scheduled interpretation, \$5,100 for written translation, and \$250 for on-demand interpretation services.
- (5) Includes \$125,000 contract with the Eviction Defense Center to assist with Unlawful Detainer cases, \$75,000 for a contract with Bay Area Legal Aid for the weekly Housing Rights Clinics, and \$10,000 for legal filing fees in the event of litigation
- (6) In accordance with City personnel policies, eligible employees may receive reimbursement of up to \$800 for higher education tuition.
- (7) Anticipated cost of Bar Association dues for three attorneys (\$550 per Attorney).
- (8) Budgeted amount includes funds to satisfy the requirement to publish notices in the newspaper for public hearings as part of the budget adoption process, social media promotions, and promotional materials.
- (9) Budgeted amount includes the cost of email accounts for Rent Boardmembers, business cards, videoconference/webinar accounts, and labor for refurbishing the mural on Ohio Street.
- (10) Budgeted amount reflects anticipated postage costs for Rental Housing Fee invoices, tenancy registration mailings, and the Guide to Rent Control.
- (11) Budgeted amount reflects anticipated printing costs for Rental Housing Fee invoices, tenancy registration mailings, and the Guide to Rent Control.
- (12) Lease of copy machines including a cost-per-copy amount. 36-month lease ends in 2022.
- (13) Stipends for 2 UC Berkeley Public Service Center interns, ranging from \$1,000 - \$1,500 per intern.
- (14) Budgeted amount assumes the purchase of nine laptop computer purchases at \$1,200 each.
- (15) Budgeted reserve is equal to 17.5 percent of total operating expenses consistent with the Rent Board's proposed reserve policy.