

ADOPTED FY 2022 - 2023 RENT PROGRAM BUDGET AND FEE STUDY													
FEE STUDY													
				# UNITS	Proposed Fee	Revenue			Program Fee		Just Cause Fee		Rent Control Fee
				7,665	\$226	\$1,729,668		2022-23	\$ 87.60		\$ 39.53		\$ 98.52
				10,485	\$127	\$1,333,019							
						\$3,062,687							
BUDGET													
Object #	City Account Description	FY 18-19 ACTUALS	FY 19-20 ACTUALS	FY 20-21 ACTUALS	FY 21-22 PROPOSED	FY 22-23 PROPOSED	Notes	Program Allocation (%)	Program Allocation (\$)	Just Cause Allocation (%)	Just Cause Allocation (\$)	Rent Control Allocation (%)	Rent Control Allocation (\$)
REVENUES													
340445	Fees/Admin Fees	2,189,703	2,681,689	2,764,961	2,893,854	3,062,687	(1)						
361701	Int & Invest/Pooled-All Other	367	11,537	6,096	14,460	14,000							
364867	Revenue from Collections	133	13,042	24,796	30,000	30,000							
	TOTAL REVENUES	2,190,203	2,706,268	2,795,854	2,938,314	3,106,687							
EXPENSES													
400001	Salaries & Wages/Executive	530,092	639,594	649,356	677,798	724,848	(2)	55%	398,666	20%	144,970	25%	181,212
400002	Salaries & Wages/Mgmt-Local 21	294,152	263,080	183,838	284,628	324,846	(2)	55%	178,665	20%	64,969	25%	81,212
400003	Salaries & Wages/Local 1021	128,866	150,317	168,422	169,860	202,332	(2)	55%	111,283	20%	40,466	25%	50,583
400006	Salaries & Wages/PT-Temp	49,557	45,905	32,244	43,036	35,776	(2)	55%	19,677	20%	7,155	25%	8,944
400031	Overtime/General	4,778	2,094	1,312	2,500	2,500		55%	1,375	20%	500	25%	625
400048	Other Pay/Bilingual Pay	6,993	9,064	9,719	11,377	11,172		55%	6,145	20%	2,234	25%	2,793
400049	Other Pay/Auto Allowance	4,200	4,200	4,200	4,200	4,200		55%	2,310	20%	840	25%	1,050
400050	Other Pay/Medical-In Lieu of	2,700	1,500	-	2,400	-		55%	-	20%	-	25%	-
400079	Comp Absences/WC-Prof-Mgt-Tec	1,486	5,328	-	-	-		55%	-	20%	-	25%	-
	Subtotal - Salaries & Wages	1,022,823	1,121,084	1,049,091	1,195,799	1,305,674			718,120		261,135		326,418
400103	P-Roll Ben/Medicare Tax-ER Shr	14,937	16,389	15,313	15,992	18,207	(3)	55%	10,014	20%	3,641	25%	4,552
400104	P-Roll Ben/PERS Benefits	-	-	-	-	-		55%	-	20%	-	25%	-
400105	P-Roll Ben/Health Insurance Be	146,557	136,575	128,611	140,309	232,291	(3)	55%	127,760	20%	46,458	25%	58,073
400106	P-Roll Ben/Dental Insurance	16,652	17,021	17,534	15,508	17,520	(3)	55%	9,636	20%	3,504	25%	4,380
400109	P-Roll Ben/Employee Assistance	430	473	422	464	216	(3)	55%	119	20%	43	25%	54
400110	P-Roll Ben/Professional Dev-Mg	3,728	5,200	1,500	3,750	6,750	(3)	55%	3,713	20%	1,350	25%	1,688
400111	P-Roll Ben/Vision	2,106	2,095	2,049	2,052	2,052	(3)	55%	1,129	20%	410	25%	513
400112	P-Roll Ben/Life Insurance	5,557	4,006	3,433	3,713	4,139	(3)	55%	2,276	20%	828	25%	1,035
400114	P-Roll Ben/Long Term Disabilit	9,408	10,100	9,259	10,076	12,342	(3)	55%	6,788	20%	2,468	25%	3,086
400116	P-Roll Ben/Unemployment Ins	1,860	5,100	4,960	5,730	5,472	(3)	55%	3,010	20%	1,094	25%	1,368
400117	P-Roll Ben/Personal/Prof Dev	750	1,493	1,500	5,250	2,250	(3)	55%	1,238	20%	450	25%	563
400118	P-Roll Ben/Worker Comp-Injury Appt	-	-	692	359	-	(3)	55%	-	20%	-	25%	-
400121	P-Roll Ben/Worker Comp-Clerica	13,806	12,154	14,541	19,240	24,001	(3)	55%	13,201	20%	4,800	25%	6,000
400122	P-Roll Ben/Worker Comp-Prof	69,352	60,744	74,891	79,290	-	(3)	55%	-	20%	-	25%	-
400127	P-Roll Ben/OPEB	39,338	43,623	42,145	22,763	40,723	(3)	55%	22,398	20%	8,145	25%	10,181
400130	P-Roll Ben/PARS Benefits	642	434	50	94	-	(3)	55%	-	20%	-	25%	-
400149	P-Roll Ben/Misc	123,021	140,616	139,314	151,638	156,287	(3)	55%	85,958	20%	31,257	25%	39,072
400151	P-Roll Ben/Misc (UAL)	162,985	235,683	271,234	271,391	287,268	(3)	55%	157,997	20%	57,454	25%	71,817
	Subtotal Fringe Benefits	611,127	691,706	727,447	747,618	809,518			445,235		161,904		202,380
400201	Prof Svcs/Professional Svcs	32,112	38,241	10,957	18,350	143,455	(4)	55%	78,900	20%	28,691	25%	35,864
400206	Prof Svcs/Legal Serv Cost	137,614	193,742	149,994	210,000	210,000	(5)	10%	21,000	70%	147,000	20%	42,000
400220	Prof Svcs/Info Tech Services	2,375	-	2,142	-	-		55%	-	20%	-	25%	-
400241	Travel & Trng/Meal Allowance	359	-	-	-	-		55%	-	20%	-	25%	-
400242	Travel & Trng/Mileage	1,284	17	-	-	-		55%	-	20%	-	25%	-
400243	Travel & Trng/Conf, Mtng Trng	280	-	-	-	-		55%	-	20%	-	25%	-
400245	Travel & Trng/Tuition Rmb/Cert	800	800	-	800	800	(6)	55%	440	20%	160	25%	200
400261	Dues & Pub/Memberships & Dues	824	1,590	1,453	1,650	1,650	(7)	55%	908	20%	330	25%	413
400263	Dues & Pub/Subscription	1,500	-	-	-	-		55%	-	20%	-	25%	-
400271	Ad & Promo/Advertising & Promo Materials	1,559	2,106	1,702	5,675	800	(8)	55%	440	20%	160	25%	200
400272	Ad & Promo/Community Events	1,563	1,722	-	-	-		55%	-	20%	-	25%	-
400280	Adm Exp/Program Supplies	5,292	1,600	3,432	3,950	5,380	(9)	55%	2,959	20%	1,076	25%	1,345
	Subtotal Prof & Admin Services	185,563	239,819	169,680	240,425	362,085			104,647		177,417		80,021
400231	Off Exp/Postage & Mailing	10,849	5,905	6,528	22,647	17,300	(10)	55%	9,515	20%	3,460	25%	4,325
400232	Off Exp/Printing & Binding	12,071	3,295	3,428	25,807	24,404	(11)	55%	13,422	20%	4,881	25%	6,101
400233	Off Exp/Copying & Duplicating	46	-	236	500	500		55%	275	20%	100	25%	125
400304	Rental Exp/Equipment Rental	8,721	4,532	2,488	8,000	9,000	(12)	55%	4,950	20%	1,800	25%	2,250
400321	Misc Exp/Misc Contrib	3,000	-	1,500	3,000	2,000	(13)	55%	1,100	20%	400	25%	500
400322	Misc Exp/Misc Exp	3,061	2,262	-	2,925	2,000		55%	1,100	20%	400	25%	500
400341	Off Supp/Office Supplies	8,721	6,024	1,891	6,795	5,000		55%	2,750	20%	1,000	25%	1,250
400344	Off Supp/Computer Supplies	18	783	-	-	-		55%	-	20%	-	25%	-
	Subtotal Other Operating	46,486	22,801	16,072	69,674	60,204			33,112		12,041		15,051
400401	Utilities/Tel & Telegraph	254	414	551	500	500		55%	275	20%	100	25%	125
400538	Contract Svcs/Other Contract Svcs	-	-	103	-	-		55%	-	20%	-	25%	-
400552	Prov Fr Ins Loss/Ins Gen Liab	8,029	8,765	9,047	9,300	9,300		55%	5,115	20%	1,860	25%	2,325
400574	Cost Pool/(ISF)-Gen Liab	55,701	75,144	69,513	79,937	-	(14)	55%	-	20%	-	25%	-
400586	Cost Pool/(CAP)-Admin Charges	51,454	51,454	51,454	52,481	-	(14)	55%	-	20%	-	25%	-
400591	Cost Pool/(IND)Civic Ctr Alloc	52,420	47,026	50,289	50,286	48,217		55%	26,519	20%	9,643	25%	12,054
400601	Noncap Asst/Comp Hrdware<5K	-	6,526	-	10,800	-		55%	-	20%	-	25%	-
400604	Noncap Asst/Furniture <5K	13,328	-	-	-	-		55%	-	20%	-	25%	-
	TOTAL EXPENSES	2,047,186	2,264,738	2,143,246	2,456,820	2,595,497			1,333,024		624,099		638,374
	OPERATING RESERVE	560,985	424,794	420,821	429,944	467,190	(15)	55%	256,954	20%	93,438	25%	116,797
	TOTAL BUDGET	2,804,925	2,923,584	2,896,242	2,886,764	3,062,687			1,589,978		717,537		755,172

Notes:

- (1) Assumes a Fiscal Year 2022-23 Rental Housing Fee of \$226 for Fully Covered unit and \$127 for Partially Covered units
- (2) See page 11 of the budget and fee study report for detailed salary and wage assumptions
- (3) The Rent Program is seeking the City to cap Total Fringe Benefits at 62% of Total Salaries and Wages.
- (4) Includes \$100,000 for cloud-based solution - IT charge, \$20,000 for consultants - Cost Pool and Fringe Benefits, \$2,205 TRAKIT annual fee, \$4,000 for a property information subscription, \$3,000 for a legal research subscription, \$8,000 for scheduled interpretation, \$6,000 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 and social media promotions.
- (9) Budgeted amount includes the cost of email accounts for Rent Board Members, business cards, and videoconference/webinar accounts.
- (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 UC Berkeley Public Service Center interns, ranging from \$1,000 - \$1,500 per intern.
- (14) Rent Program is working with the City to determine the proper methodology of Cost Pool allocation, new methodology is under review.
- (15) Budgeted reserve is equal to 18 percent of total operating expenses consistent with the Rent Board's proposed Reserve Policy.