

Rent Stabilization Board
Office of the Executive Director

DATE: February 18, 2021
TO: Honorable Members of the Berkeley Rent Board
FROM: Honorable Members of the Budget & Personnel Committee
By: Matt Brown, Acting Executive Director 
SUBJECT: Mid-Fiscal Year Budget Report

Recommendation

That the Board add a permanent Community Services Specialist II position to the staffing model to serve as a Housing Counselor. The Budget & Personnel Committee reviewed a Mid-Fiscal Year Budget report prepared for the committee at its meeting on January 28, 2021, and unanimously recommended that the full Board adjust the staffing model to hire an additional housing counselor to respond to increased demand within the Public Information Unit.

Background

On June 18, 2020, the Board adopted a staffing model and budget with a maximum expenditure authorization for FY 2020/21. The Board received periodic budget updates and discussed the issue at several prior Board meetings. Prior to adopting the budget the Board voted to keep the annual registration fee at \$250 per unit. The Board maintained a larger than expected uncommitted reserve balance from the previous fiscal year, caused by staff turnover and unexpected vacancies in several previously-budgeted positions. These staffing changes resulted in some delays in delivery of services and/or deferral of some new initiatives or projects. At the time the Board adopted the budget there was considerable concern regarding how the COVID-19 pandemic and accompanying Shelter in Place Orders would affect collection of Registration Fees. Short-term revenue gaps were anticipated. At staff's recommendation, the Board adopted a cautious approach when establishing the initial staffing levels and services for the current fiscal year. To that end, the Board incorporated a formal mid-year budget review as part of the process for adopting the budget for FY 2020/21. The Board reasoned that it would be able to make more informed choices regarding to what extent it is able to fill several positions and/or fund program enhancements.

The Board anticipated having an uncommitted reserve of \$130,997, or about 2.5% of its reoccurring operational budget at the conclusion of this fiscal year. This was far below the Boards targeted 8% reserve. To that end, the Budget & Personnel Committee asked staff to take a conservative approach and wait before committing to larger capital expenditures until impacts

to revenue were known. This would allow time to adjust the budget if revenues came in even lower than anticipated. The Board adopted this approach with careful consideration and determined it to be the best path forward for the agency to continue to provide a high level of service to the public. The Board determined that it was in the agency's best interest to utilize the reserve in this manner in order to prevent raising the registration fee during a time of crisis and uncertainty.

The potential impact on the reserve funds and the uncertainty surrounding revenue collection at the time the budget was adopted underscored the need for the Commissioners to incorporate a formal mid-year review for this fiscal year. The Board reasoned that it would then be able to adjust expectations and service delivery to respond to any outstanding issues should they arise over the final six months of 2020.

Fiscal Year 2020-2021 Revenue Collection

The Board authorized an expenditure level of \$6,096,209 for FY 2020/2021 which included several major one-time costs. For three years the Board has maintained an additional Capital Reserve of \$500,000. As has been discussed regularly, \$400,000 of this Capital Reserve was earmarked for upgrades and/or a more cost-effective replacement of the Board's rent tracking database (RTS).¹ The Board authorized significantly reducing its uncommitted operational fund balance for this fiscal year in order to maintain the current level of service without raising the annual registration fee.

The Board anticipated collecting 4,850,000 for the current fiscal year. As of December 31, 2020, we have collected \$4,861,780.² There are currently 158 delinquent accounts representing 601 units that have failed to pay Registration Fees.³ Our compliance efforts continue, and Registration staff has just sent out January penalty bills.⁴ The number of delinquent accounts and unregistered units is a bit higher than we normally see, but not extraordinary (particularly given the circumstances).

¹ The Board also set aside additional funds to cover expenses associated with online registration, staff training and one-time legal fees related to confidential personnel matters.

² By comparison, our agency collected \$4,942,849 as of December 31, 2019.

³ Of these units, 115 accounts totaling 414 units have failed to pay the FY 20/21 Registration Fee. Additionally, of the 601 units listed above, 79 are fraternity "summer" rentals, so they are not full fees. In total, \$97,900 in current fiscal year and \$26,500 in prior fiscal year Registration Fees remain unpaid.

⁴ The Board adopted Resolution 20-14 on July 16, 2020, which created an amnesty period to allow property owners the opportunity to pay the Board's Registration Fee for FY 2020/2021 without penalty if they did not timely pay and were financially impacted by COVID-19. The Board may consider further amnesty allowance depending on how successful we are in collecting penalties over the next several months.

Fiscal Year 2020-2021 Mid-Year Expenditures & Updated Projections

As of December 31, 2020, the Board has expended a total of \$2,503,499⁵. Actual mid-year expenditures are significantly less than what was anticipated in the Board's adopted budget. This is largely due to several areas of reduced expenditure, most significantly from salary savings due to the unfilled permanent Executive Director position and the vacant Deputy Director position. Staff now project that total FY 2020/21 expenditures will be around \$800,000 less than what the Board authorized in the adopted budget.

In addition to salary savings, staff project savings in capital expenditures related to the RTS replacement project. This is because 3Di, Inc., the vendor developing the RTS replacement platform, graciously agreed to delay and spread-out payments for the development of platform between two fiscal year. Payments for development will likely begin in FY 2021/22 and extend into FY 2022/23.

3Di has informed staff that the launch of the Measure MM registration solution will create some additional costs on their end that are separate from the larger RTS replacement project. Staff anticipated some additional costs to the agency related to Measure MM because 3Di's subscription costs are based on the number of rental units added to the system and the additional Measure MM units have increased the total amount of units the database will track. Staff is still going over the details of these costs with 3Di and will inform the Budget & Personnel Committee if this requires an amendment to 3Di's current contract with the Rent Board.

A preliminary mid-year budget update is attached to this report and provides details on actual expenditures by budget line-item. The actual year-end numbers in this update are not yet final and are pending final review by the City of Berkeley's contracted outside auditor.

Measure MM

The Board did not plan for the registration process or implementation of Measure MM when it adopted the FY 2020/21 budget in June of 2020. Indeed, the ballot initiative was not even adopted by Council and placed on the ballot until the end of July, so there was no way to plan for possible costs associated with these changes to the Rent Ordinance.

Measure MM imposes registration requirements on certain partially covered rented residential units; namely single-family homes, condominiums, and units defined as new construction under B.M.C. Sections 13.76.040Q. and 13.76.050I. While there may be certain state laws that restrict the amount of rent that landlords are able to charge these tenancies, Measure MM did not impose any local rent regulations on the units subject to registration. These units will remain exempt from Berkeley's rent control provisions, but they are now required to register, and the Rent Ordinance's good cause for eviction protections and security deposit interest provisions continue to apply to these tenancies.

⁵ These are preliminary numbers as of early January 2021. The Finance Department has not completed accounting of all December 2021 expenditures.

Measure MM additionally requires the Board to set a Registration Fee for these units much as it has for controlled units since the inception of the ordinance in 1980. After careful consideration of the issue, the Board adopted Resolution 20-23 which both identified the enhanced services that our agency would offer for partially covered units and clarified that the Board would not be charging a Registration Fee for the remainder of FY 20/21. Should the agency incur any expenses administering the recent changes to the ordinance or registering the new Measure MM units, these expenses may be folded into the FY 21/22 Measure MM Registration Fee.⁶ Thus, depending on the expenses that the Board incurs for administering these changes over the remainder of the current fiscal year, the amount of the Measure MM Registration Fee may be slightly higher for FY 21/22 than it otherwise would have been without consideration of the expenses from FY 20/21.

Current Agency Priorities

The Rent Board's adopted FY 2021 Budget strongly prioritized the Rent Board's five core services⁷ or areas of work, which are:

- Outreach
- Counseling
- Petitions & Mediations
- Registration of controlled rental units
- Policy, administrative, and legal support

In addition to this “core” work, the agency currently maintains the following priority projects and initiatives:

- Implementing Measure MM
- Adapting outreach and housing counseling to changes in state & local law related to the eviction moratorium and the ongoing COVID-19 response.
- Developing the 3Di platform to allow for Measure MM unit registration.
- Developing the 3Di platform to replace the existing Rent Tracking System (RTS) and case management system.
- Working with the Centre for Organizational Effectiveness on an executive transition assessment to help inform a successful recruitment and selection of a new permanent Executive Director.
- Providing input to the 4x4 Committee and City Council on implementation of the Fair Chance and “TOPA” Ordinance.

⁶ Board staff will endeavor to conduct a more comprehensive analysis this spring to determine what the fee should be for these partially covered units, but the current presumption is that the fee charged to Measure MM units will differ from that charged to controlled units.

⁷ More detail on the Board's core services can be found in the June 18, 2020 report recommending adoption of the FY 2020/21 Line-Item Budget and June 20, 2019 report on Rent Stabilization and Good Cause for Eviction in the 21st Century.

- Providing input to the Planning Department and HHCS Department on planned revisions to Berkeley's Demolition Ordinance and Relocation Ordinance.
- Implementing a two-phase project to recreate all Rent Board web content (including PDFs) and transfer to new website CMS and expand integration with the City's public records portal.

The following projects have been identified by Staff, with the Board and its other committees as priorities, but implementation work has not yet begun:

- Complete a new tenant survey and begin scoping a study/survey of property owners.
- Select a vendor to complete the scanning of all property files, and other agency files.

Two of the agency's current priority projects, the Measure MM implementation and the RTS and case management replacement project, are large, time-intensive projects that impact staff in all the work units. These larger, agency-wide projects are particularly resource-intensive and often take up all extra staff capacity for any other initiatives or projects beyond the provision of the agency's five core services. This is particularly true at this moment when staff is working on both the implementation of Measure MM and has begun to work on transition RTS and case management to the 3Di Platform.

The development of the 3Di platform is ongoing and should extend well into the next fiscal year, particularly for the non-registration related features such as Case Management, and the modules used for the processing of both evictions and petitions. Staff should have increased capacity to take on an additional project, such as the scanning of property files after the Measure MM implementation has been completed.

It is important to note that the initiatives/projects listed above do not impact all work units equally. For example, adapting outreach and counseling to the constant stream of changes to state and local law related to the COVID-19 response has impacted mainly the Public Information Unit and the Legal Unit. The resources a proposed initiative requires, and the agency's current workload and capacity to respond, are important factors when considering any changes to the existing staffing model.

Current Staffing Model

The agency's current staffing model has 23.55 Full time equivalent (FTE) career positions and one temporary position. The agency's senior staff attorney has filled in as the Acting Executive Director after the retirement of the previous Executive Director. The temporary position is for the provisional appointment of an Associate Planner that is set to end on June 30, 2021.

City of Berkeley Hiring Freeze

On April 22, 2020, the City of Berkeley instituted a citywide hiring freeze and asked each Department Director to suspend all hiring activities. The Hiring Freeze does allow limited exceptions when necessary for critical organizational functions, for safety and general welfare and to minimize risk exposure. While the Rent Board is not bound by this decision, it has been the Board's practice to only move forward with the hiring of critical positions during previous hiring freezes. This is also practical because most of the agency's positions are city classifications and shared with the other City of Berkeley Departments; past layoffs have caused the agency to absorb employees from other departments that have bumping rights under existing labor union agreements.

Filling Vacancies

The permanent Executive Director and the Deputy Director are the agency's only current staff vacancies.

Vacant Permanent Executive Director Position

The Rent Board has hired the Centre for Organizational Effectiveness to perform an executive transition assessment. The assessment is currently in progress and the results are anticipated soon. This assessment will identify key competencies that are important for a successful director of the agency to have and will help inform the recruitment and selection process for the position. After the assessment is completed, staff will return to the Budget & Personnel Committee to review the findings and make a recommendation to the full Board on how to proceed with the Executive Director hiring.

The Executive Director is clearly a critical position for the agency and filling it is necessary for the agency to move forward.

Vacant Deputy Director Position

The Rent Board's adopted budget proposed to maintain this position as part of the agency's staffing model but to delay filling until the after the hiring of a permanent Executive Director. The Agency has not had an active staff person in the Deputy Director role for several years. The agency has adapted to operating without a Deputy Director and is able to provide its core services without filling this position.

There is not a critical need to fill this Deputy Director position immediately.

Potential New Positions

The Budget & Personnel Committee has expressed interest in both creating a General Counsel position and adding an additional housing counselor to the staffing model.

General Counsel Position

On November 6, 2020, the staff provided the committee with an initial memo on this topic and plans to return with a more thorough memo with more detailed information on what needs to be done to create his new position.⁸ During this initial discussion, the committee did not get a chance to deliberate on a recommendation on how the existing staffing model should be adjusted if a General Counsel is added. While the exact duties of a General Counsel position still require development, the duties of this position would in many ways correspond with the current duties of the Board's senior staff attorney. The agency's senior staff attorney is currently a Staff Attorney III position.

It is also important to note that, unlike the Staff Attorney III position the Board currently has, the General Counsel position would report directly to the elected Board. Staff will seek further information regarding how incorporating a General Counsel position into the staffing model affects the other staff attorney positions (e.g. will they report to the General Counsel or Executive Director?).

Staff seeks input from this committee on the impacts of adding a General Counsel position to the overall staffing model. If the Board does create a new General Counsel position it would make some sense to eliminate the Staff Attorney III position and maintain a single lead attorney for the agency.

The agency's existing senior staff attorney has served as the Acting Executive Director since April of 2020. Once a permanent Executive Director is hired, the Board will know the status of the Staff Attorney III position and would be in a better position to decide whether eliminating it and replacing it with a General Counsel is in the agency's best interest. Staff's current recommendation is that the committee recommend the Board fill the permanent Executive Director position first before finalizing plans to hire a new General Counsel position.

If the General Counsel position were to replace the existing Staff Attorney III position, it would fill a critical and needed role for the agency. There is no existing salary level set for a General Counsel, but we estimate it would cost at least 10% more than a Staff Attorney III.⁹

⁸ The Acting Executive Director contacted HR to discuss what the Board would need to do to create and fill this position, but the analyst has yet to respond with an answer to that question.

⁹ The Santa Monica Rent Board has a General Counsel position as part of their permanent staffing model. That position is paid 2.4% less than the Executive Director. Staff recommends a similar salary differential if the Board chooses to hire a General Counsel.

Additional Housing Counselor Position

Both the committee and agency staff have expressed interest in adding to staff capacity in response to the additional workload created by the passage of Measure MM. The Public Information Unit has recently experienced increase demand for service, and the housing counselors have played a critical role in responding to community concerns regarding housing insecurity. Furthermore, adding an additional Housing Counselor to the staffing model would not only help the agency respond to Measure MM client contacts but would add needed staff capacity for an expanded enforcement effort to ensure all rented Measure MM properties are properly registered. This additional capacity could also help the agency absorb potential additional work related to the Fair Chance Ordinance, TOPA and possibly the Relocation Ordinance. All the Agency's Housing Counselors are currently in the Community Services Specialist II position.

As mentioned in the section on current agency priorities, the housing counselors in the Public Information Unit have been particularly impacted by the constant changing of laws related to the COVID-19 response. Adding additional staff capacity to this unit will also help address the needed capacity to adapt to future laws addressing responding to the pandemic. Adding an additional housing counselor will provide critical staff capacity to assist with a successful implementation of Measure MM.

Next Steps

While the agency waits for the Centre for Organizational effectiveness to complete the executive transition assessment so it can proceed with the hiring process of a permanent Executive Director the Board may wish to consider if any adjustments are needed to the current staffing model. The timing of adding any new positions, whether they happen during the remainder of the current fiscal year or sometime next fiscal year is an important consideration and will help staff and the Board determine the appropriate fee level for the FY 2022 registration fee. This is especially true since most of the positions discussed in this report are management or executive level position that have a large impact on the agency's recurring budget. For context, adding a new General Counsel positions permanent would cost the agency more than adding two additional housing counselor positions.¹⁰

Adding only those positions that are critical to providing the agency's cores services should avoid the need to increase the current registration fee above \$250 per unit and allow the agency to learn the actual number of units that are eventually registered due Measure MM. Staff will not know the actual number of units that register under MM until after the Board sets FY 2022 registration fee and adopts its annual budget.

Given that the additional Measure MM funding will not be known until next fiscal year, adding additional staff positions that rely on this funding source would require the Board to either deficit

¹⁰ The financial impact of adding a General Counsel to the staffing model would be largely mitigated by eliminating the Staff Attorney III position given that these two positions would likely have somewhat similar salaries.

spend or raise the registration for controlled rental units at a time when many property owners have experienced rent shortfalls due to the pandemic.

The Board has yet to hire any new employees during the COVID-19 pandemic. The hiring process has been complicated due to the need to rely on a remote process for the interviews, onboarding, and training of any new hires. When considered in tandem with both the citywide hiring freeze and the pandemic's overall impact to the rental housing market, staff recommends that the Board consider limiting the creation of any additional positions to those that are critical to the agency's core services, including the ongoing implementation of Measure MM, with the intent of avoiding any significant increase to the registration fee for controlled rental units for the FY 21/22 registration season.

Budget & Personnel Committee Recommendation

Having reviewed a similar report and hearing from staff, on January 28, 2021, the Budget & Personnel Committee unanimously recommended that the full Board authorize a staffing model adjustment to add a permanent Community Services II to serve as a Housing Counselor in the Public Information Unit. If the Board adopts this change, staff will immediately look to advertise for a position so as to expedite the interview process and onboarding a potential employee.

The Budget & Personnel Committee will continue to discuss the other positions discussed in this report at future meetings and bring recommendations to the Board.

Conclusion

The Deputy Director and Executive Director positions are already a part of the existing staffing model adopted by the Board in June of 2020, so the Board would simply have to follow standard HR protocols before hiring those positions. Should the Board choose to add positions, such as another Housing Counselor or a General Counsel position¹¹, it will have to adopt a new staffing model at a full Board meeting. While there are challenges associated with hiring new employees in a remote working environment, there are certainly advantages to increasing staff's capacity to respond to the myriad projects on which the Board is currently working. Staff awaits the Board's direction regarding the Budget & Personnel Committee's recommendation before taking further action.

Attachments:

1. Mid-Fiscal Year Budget Update Spreadsheet
2. Adopted Fiscal Year 2020/2021 Staffing Model
3. Proposed Staffing Model with addition of Community Services Specialist II to Public Information Unit
4. Proposed Resolution 21-01 Adjusting Staffing Model to add a Community Services Specialist II position to the Public Information Unit

¹¹ There may be additional steps to adding a General Counsel position (such as possible approval from the Personnel Board). As stated earlier, an HR representative has yet to answer that question.

**Rent Stabilization Program
FUND 440
Preliminary FY 2020 Year-End & FY 2021 Mid-Year Budget Update**

Code	Description	Adopted FY 2020	Actual Year-End FY 2020	Adopted FY 2021	Mid-Year FY 2021	Projected FY 2021
11-01	Monthly Employees	2,500,000	2,278,607	2,482,000	1,133,745	2,240,000
11-03	Hourly Employees	200,000	193,425	0	0	0
13-01	Overtime	10,000	4,149	5,000	421	5,000
27-20	Benefits	1,650,000	1,546,846	1,620,000	663,914	1,500,000
30-12	Stipends	53,000	51,200	53,500	24,850	53,500
30-23	Misc. Legal Expenses	7,500	121,372	360,000	219,025	260,000
30-36	Temp. Agency Employees	1,000	0	0	0	0
30-38	Misc. Professional Services	352,500	354,175	410,000	147,837	410,000
30-42	Office Equip. Mtc. Svcs. / Furniture	13,000	9,901	13,000	4,775	13,000
30-43	Bldg. & Structures Mtc. Svc.	400	340	400	190	400
30-51	Bank Credit Card Charges	35,000	17,519	25,000	6,429	25,000
40-10	Professional Dues & Intern Fees	4,000	2,779	3,000	2,060	3,000
40-31	Telephones	4,200	5,246	5,000	2,484	5,000
40-50	Printing and Binding	38,000	32,340	25,000	16,689	30,000
40-62	Meals & Lodging	4,000	0	1,000	0	1,000
40-63	Registration Fees/Training	1,000	0	12,000	0	10,000
40-61/64	Transportation & Commercial Travel	14,000	802	5,000	0	5,000
40-70	Advertising/public access	45,000	39,454	30,000	16,818	30,000
40-80	Books & Publications	13,000	11,138	13,000	5,009	13,000
50-10	Rental of Land / Buildings	340,000	345,261	355,000	194,180	355,000
51-10	Postage	45,000	43,236	25,000	14,173	25,000
51-20	Messenger / Delivery	800	201	500	0	500
55-11	Office Supplies	13,500	12,778	15,000	5,568	15,000
55-50	Food and Water	3,000	647	2,000	352	1,000
70-43	Office Equipment and Furniture	5,000	418	5,000	0	5,000
70-44	Computers, Printers, Software	10,000	2,464	10,000	6,500	10,000
75-25	PC Replacement/City Software Licences	9,500	0	50,709	25,356	50,709
75-35	Mail Services	3,600	3,600	3,600	1,800	3,600
75-50	City Vehicle / Fuel & Maint.	1,500	1,500	1,500	0	1,500
	Expenditure Subtotal**	5,377,500	5,079,397	5,531,209	2,492,174	5,071,209
	Special Projects (RTS Upgrade, online registration, training)	182,500	50,020	565,000	11,325	200,000
	Annual Capital Reserve	400,000	0	0	0	0
	Total Authorized Fund Expenditures*	5,960,000	5,129,417	6,096,209	2,503,499	5,271,209
	Total Authorized Fund Revenue*	5,150,000	5,092,558	4,850,000	4,861,780	4,950,000
	Annual Surplus/Shortfall	(810,000)	(36,859)	(1,246,209)	2,358,281	(321,209)
	<i>Previous FY Carryover Expenditures</i>		51,190			
	FUND BALANCE (cash basis)	814,196	1,536,147	289,938	2,648,219	1,214,938
	FUND BALANCE (accrual basis)	814,196	1,536,147	289,938	2,648,219	1,214,938
	TOTAL UNCOMMITTED OPERATIONAL FUND BALANCE	714,196	1,036,147	254,938	2,613,219	779,938

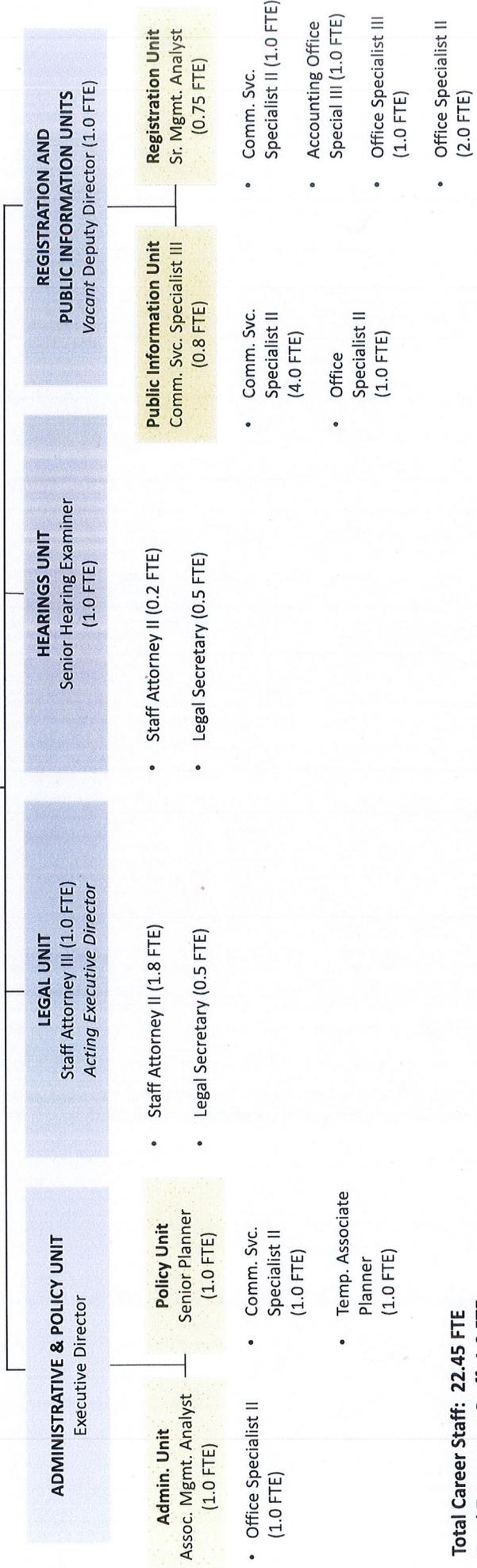
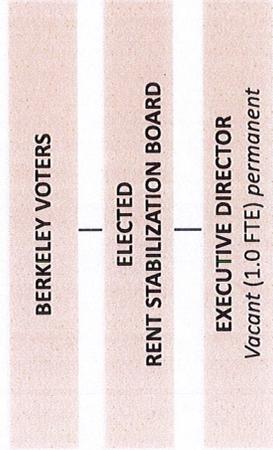
* Note: this report only reflects charges & revenues against the Rent Board Fund (Fund 440) and does not include services charged to or received from other funds

** Note: variance in actual expenditures and total fund balance reflects remaining balance in reimbursement offset escrow

Current Berkeley Rent Stabilization Program FY 2020/21 Organization Chart

Current Career and Temporary Positions FY 2020/21

Sorted by Division Supervision



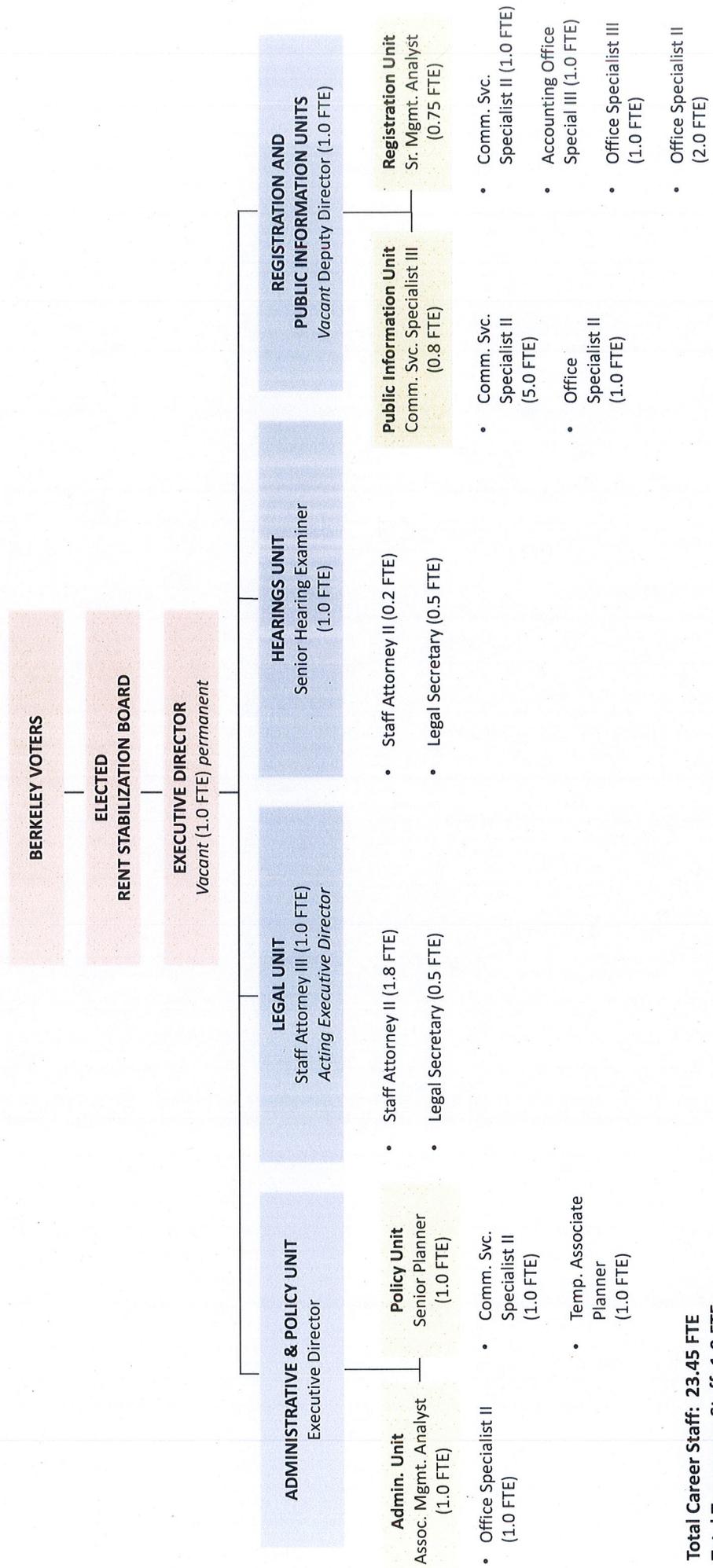
Total Career Staff: 22.45 FTE
Total Temporary Staff: 1.0 FTE

Proposed Berkeley Rent Stabilization Program 2020/21 Organization Chart*

Proposed Career and Temporary Positions FY 2020/21

Sorted by Division Supervision

*Recommended by the Rent Stabilization Board's Budget & Personnel Committee



Total Career Staff: 23.45 FTE
Total Temporary Staff: 1.0 FTE

RESOLUTION 21-01**ADJUSTING THE FISCAL YEAR 2020-2021 STAFFING MODEL POSITION DETAIL TO INCLUDE AN ADDITIONAL PERMANENT COMMUNITY SERVICES SPECIALIST II POSITION TO SERVE AS A HOUSING COUNSELOR IN THE PUBLIC INFORMATION UNIT**

BE IT RESOLVED by the Rent Stabilization Board of the City of Berkeley as follows:

WHEREAS, the Rent Stabilization Board operates on the basis of a fiscal year and each year adopts an operational budget after public review and input; and

WHEREAS, Section 123 of Article XVII of the Charter of the City of Berkeley provides that the Rent Stabilization Board shall finance its reasonable expenses by charging landlords annual registration fees in amounts deemed reasonable by the Board; and

WHEREAS, prior to adopting the budget and staffing model, the Budget & Personnel Committee met several times to monitor the budget and the Program's progress meeting the goals established by the Board; and

WHEREAS, on April 30, 2020, after reviewing the available reserves and considering the economic stress caused by the global COVID-19 pandemic, the Board voted to maintain the annual registration fee at \$250 per unit; and,

WHEREAS, on May 13, 2020, June 5, 2020, and June 11, 2020, the Budget & Personnel Committee and the Acting Executive Director met and discussed a line-item operating budget and staffing model for FY 2021 for the Board's review and consideration; and,

WHEREAS, on June 18, 2020, the Board adopted Resolution 20-07 adopting the Fiscal Year 2020-2021 authorizing the staffing model position detail and maximum expenditure level; and

WHEREAS, the operating budget (including contracts) for FY 2020-2021 authorized new expenditures totaling \$6,096,209, which includes both recurring operational and capital needs; and

WHEREAS, the Board has realized some savings in its overall operating budget for the current fiscal year given that several positions remain unfilled; and

RESOLUTION 21-01

ADJUSTING THE FISCAL YEAR 2020-2021 STAFFING MODEL POSITION DETAIL TO INCLUDE AN ADDITIONAL PERMANENT COMMUNITY SERVICES SPECIALIST II POSITION TO SERVE AS A HOUSING COUNSELOR IN THE PUBLIC INFORMATION UNIT
(Page 2)

WHEREAS, in light of the unprecedented economic circumstances caused by the global COVID-19 pandemic and the related potential for a shortfall in registration fee revenue, the Board incorporated a formal, mid-fiscal year review to the budget process to assess revenues, reserves, and the need for staffing model and/or programmatic changes; and,

WHEREAS, after performing the mid-fiscal year budget review and examining the current workload and filled positions along with the goals and objectives for FY 2020-2021 articulated by the Board, the Acting Executive Director, and the Budget & Personnel Committee, the Board believes that it is necessary to add an additional permanent Community Services Specialist Position II to serve as a Housing Counselor in the Board's Public Information Unit;

NOW, THEREFORE, BE IT RESOLVED that the Board directs staff to add an additional permanent Community Services Specialist Position II to serve as a Housing Counselor in the Board's Public Information Unit (there would then be a total of five Housing Counselors); and

BE IT FURTHER RESOLVED THAT the addition of this position will not cause the Board to exceed the overall spending level totaling \$6,096,209 (\$5,631,209 in recurring operational and special projects, and \$465,000 in funding from the capital reserve and \$400,000 of which was authorized previously) for the Fiscal Year 2020-2021.

Dated: February 18, 2021

Adopted by the Rent Stabilization Board of the City of Berkeley by the following vote:

Leah Simon-Weisberg, Chairperson
Rent Stabilization Board

Attest: _____
Matt Brown, Acting Executive Director

Mid-Fiscal Year Budget Review

Budget & Personnel Committee and Acting Executive Director

Adjusting for COVID-19 Uncertainty



Maintaining \$250 Per Unit Fee



Using Uncommitted Reserve



Conservative Revenue Projection



FY 2020-21 Revenue Collection

- Adopted FY 2021 Revenue = \$4,850,000
- Actual Mid-Fiscal Year Revenue = \$4,861,780
- Updated Projected Revenue = \$4,950,000



FY 2020-21 Expenditures

- Authorized Expenditures = \$6,096,209
- Actual Expenditures = \$2,503,499 (Mid-Fiscal Year)
- Updated Projected Expenditures = \$5,271,209



Impact to Uncommitted Reserve

	Start of Fiscal Year	End of Fiscal Year	Change
Adopted	\$1,036,147	\$254,938	-781,209
Updated Projection	\$1,036,147	\$779,938	-256,209

+\$525,000 increase above adopted budget

Measure MM



Measure MM implementation not part of FY 2020/21 budget



Resolution 20-23



FY 2021/22 Measure MM Reg. Fee

Five Core Rent Board Services



OUTREACH



COUNSELING



HEARINGS &
MEDIATIONS



REGISTRATION AND
RENT CEILING
RECORDS



POLICY,
ADMINISTRATIVE, AND
LEGAL SUPPORT



Current Staffing Model

**22.45 Full time
equivalent (FTE)
Career Positions**

**1.0 FTE
Temporary
Position**



Citywide Hiring Freeze

- Instituted on April 22, 2020
- Limited exceptions for critical needs

Vacant Positions

**Permanent
Executive
Director**

**Deputy
Director**

New Positions Considered by Budget & Personnel Committee



GENERAL COUNSEL
POSITION



HOUSING COUNSELOR

Housing Counselor Client Contacts

13.5%
increase

- 780 PIU clients
12/1/19 - 1/31/20
- 886 PIU clients
12/1/20 - 1/31/21

Budget & Personnel Committee
Unanimous Recommendation
(1/28/2021)



Add 5th Housing Counselor to staffing model



Reduce FY 2020/21 reserve by \$40,000



Position will be funded by Measure MM fee in FY 2021/22



Questions