



City of Santa Rosa Rent Stabilization and Other Tenant Protections Ordinance Program Staffing, Cost, and Fee Estimate

City Council Meeting
August 30, 2016

David Gouin
Director, Housing and Community Services

BACKGROUND

- The City has engaged Management Partners to assist with implementing the Rent Stabilization and Other Tenant Protections Ordinance (Ordinance).
- A portion of work includes providing an estimate of program cost and fees
- The consultant has worked with staff throughout the process of preparing the Ordinance
- The consultant's report has been received and is before the Council for adoption

METHODOLOGY

- Based on the Ordinance considered by the City Council at it's August 16, 2016 meeting
- Utilized a cost of service methodology to estimate necessary and reasonable costs
- Program cost estimates are susceptible to program activity (number of petitions, inquiries, outreach, etc.)
- Utilized existing City personnel classifications, pay and benefits, overhead estimates, and internal service charges

EXPENSE CLASSIFICATIONS

- General Program Administration
- Rent Petitions, excluding those related to Capital Improvement Plans
- Capital Improvement Plans
- Termination of Tenancies
- Support Staff
- Services and Supplies

PROGRAM & SUPPORT STAFF

Existing Program Staff			
Director Housing and Community Services	Housing and Community Services	0.20	Serves as Program Administrator
Administrative Services Officer	Housing and Community Services	0.20	General Program Administrative Support
Administrative Technician	Housing and Community Services	0.20	General Program Administrative Support
Assistant City Attorney	City Attorney's Office	0.25	Legal Assistance and consultation
Paralegal	City Attorney's Office	0.15	Program assistance
Subtotal Existing Positions		1.00	
New Positions			
Housing and Community Services Manager	Housing and Community Services	1.00	Overall program coordination. Petition review, counseling, public outreach, etc.
Administrative Analyst	Housing and Community Services	1.00	Petition review, counseling, program material development, etc.
Senior Administrative Assistant	Housing and Community Services	1.00	Primary administrative support
Customer Services Representative	Finance	0.50	Program fee billing and collectibles
Subtotal New Positions		3.50	
Total All Positions		4.50	

NON-EXEMPT UNITS SUBJECT TO THE ORDINANCE

Unit Type	Housing Units
Total Housing Units	66,605
Non-Exempt Units	
Multifamily units constructed prior to February 1995	14,640
Exempt Units	
Duplexes	2,253
Owner occupied triplexes	57
Governmental housing	1,254
Total Exempt Units	3,564
Total Non-Exempt Units	11,076

BASIC STEPS IN DETERMINING PROGRAM PERSONNEL COSTS

- Estimated labor rate with benefits
- Estimated a composite hourly rate
- Identified primary activities, the amount of effort to complete these activities within each program area
- Applied this level of effort to the composite labor rate

BASIC STEPS IN DETERMINING PROGRAM PERSONNEL COSTS

- Discussions with staff regarding existing ongoing internal service charges
- Estimated on going services and supplies
- Estimated one-time costs

ESTIMATE TOTAL PROGRAM COST AND FEE

Expense Category	FTE	Staffing Cost
Rent Program Staffing		
General Administration	1.07	\$139,240
Petitions (excluding Capital Improvement Plans)	1.44	\$187,974
Capital Improvement Plans	0.19	\$25,063
Tenant Terminations	0.85	\$111,392
City Support Staffing, Services and Supplies		
Legal Staffing	0.39	\$81,215
Finance Staffing	0.51	\$31,810
Subtotal	4.45	\$576,694
Services and Supplies		\$671,980
Total Annual Program Cost		\$1,248,674
Annual Program Fee (11,076 Eligible Units)		\$113

ESTIMATE PROGRAM COST AND FEE FOR REMAINDER OF CURRENT FISCAL YEAR (FY 16/17)

Item	Annual Estimate	Cost for FY 2016-17
Rent Program Staffing		
General Administration	\$139,240	\$69,620
Petitions (Excluding Capital Improvement Plans)	\$187,974	\$93,987
Capital Improvement Plans	\$25,063	\$12,532
Tenant Terminations	\$111,392	\$55,696
City Support Staffing		
Legal Staffing	\$81,215	\$40,607
Finance Staffing	\$31,810	\$15,905
Subtotal Staffing Cost	\$576,694	\$288,347
Services and Supplies	\$671,980	\$399,200
FY 2016-17 10% Contingency		\$74,405
Cost	\$1,248,674	\$818,464
Partial Year Program Fee (11,076 Eligible Units)		\$74

RECOMMENDATION

It is recommended by the Housing and Community Services Department that the Council, by resolution, adopt the proposed Rent Stabilization and Other Tenant Protections Ordinance program staffing, cost, and fee estimate, and appropriate \$818,464 of General Funds subject to fee reimbursement, to operate the Program through June 30, 2017.