

RENTAL HOUSING COMMITTEE
RESOLUTION NO. RHC-44
SERIES 2021

A RESOLUTION OF THE RENTAL HOUSING COMMITTEE OF
THE CITY OF MOUNTAIN VIEW ADOPTING THE FISCAL YEAR 2021-22 BUDGET
AND ESTABLISHING A RENTAL HOUSING FEE SUFFICIENT TO
SUPPORT THE FISCAL YEAR 2021-22 BUDGET

WHEREAS, Section 1709(d)(7) of the Community Stabilization and Fair Rent Act (CSFRA) authorizes and requires the Rental Housing Committee (RHC) to establish a budget for the reasonable and necessary implementation of the provisions of the CSFRA, including, without limitation, the hiring of necessary staff, charging fees as set forth in the CSFRA in an amount sufficient to support that budget, and reimbursement of all funds advanced by the City of Mountain View for operational and one-time costs; and

WHEREAS, Section 1709(j)(1) requires all landlords subject to the CSFRA to pay a per-unit Rental Housing Fee on an annual basis and requires the RHC to determine the amount of the Rental Housing Fee; and

WHEREAS, the RHC publicly noticed meetings and solicited input on the Fiscal Year 2021-22 Recommended Budget on May 17, 2021 and June 14, 2021, respectively; and

WHEREAS, the RHC adopted a Rental Housing Fee as part of its annual budget process, and, as the RHC is an integral part of the City government, the Rental Housing Fee shall be listed and incorporated into the City's Master Fee Schedule; and

WHEREAS, City departments provide administrative and management services to the RHC in connection with the Fiscal Year 2021-22 Budget and Rental Housing Fee; and

WHEREAS, minor adjustments and corrections to the Fiscal Year 2021-22 Budget and Rental Housing Fee may be required to ensure orderly administration, and, therefore, the RHC desires to provide authority to the City's Finance and Administrative Services Director to perform such adjustments;

NOW, THEREFORE, BE IT RESOLVED by the Rental Housing Committee as follows:

1. The Fiscal Year 2021-22 Recommended Budget in the amount of \$2,098,926, attached as Exhibit A, and the Statement of Revenues, Expenditures, and Balances,

attached as Exhibit B, plus any amendments approved by the RHC on June 14, 2021, are hereby adopted as the Fiscal Year 2021-22 Budget of the RHC.

2. The Rental Housing Fee is hereby adopted as set forth in Exhibit C.

3. The Finance and Administrative Services Director is hereby authorized to make adjustments and corrections to budgeted amounts for reasons such as: (a) amendments adopted by the RHC; (b) adjustments for internal service charges and administrative overhead reimbursements; (c) final employee compensation and benefit costs, including final employee compensation packages; and (d) other corrections as necessary. The Finance and Administrative Services Director is hereby authorized to determine the budgeted amounts for implementation of the decisions made at the public meeting and will report the final Adopted Budget and any reconciling changes in the compilation of the budget to the RHC by an informational memorandum and will file said final Adopted Budget with the City Clerk's Office.

The foregoing Resolution was regularly introduced and adopted at a Regular Meeting of the Rental Housing Committee of the City of Mountain View, duly held on the 14th day of June 2021, by the following vote:

AYES: Committee Members Ramos, Rosas, Vice Chair Haines-Livesay, and Chair Almond

NOES: None

ABSTAIN: Committee Member Pardo de Zela

ABSENT: None

ATTEST:

APPROVED:

DocuSigned by:

ANKY VAN DEURSEN
PROGRAM MANAGER

DocuSigned by:

SUSYN ALMOND
CHAIR

I do hereby certify that the foregoing resolution was passed and adopted by the Rental Housing Committee of the City of Mountain View at a Regular Meeting held on the 14th day of June 2021, by the foregoing vote.

DocuSigned by:

Program Manager
City of Mountain View

JS/6/RHC
714-06-14-21rhcr

- Exhibits: A. Fiscal Year 2021-22 CSFRA Recommended Budget
- B. Fiscal Year 2021-22 CSFRA Statement of Revenues, Expenditures, and Balances
- C. Fiscal Year 2021-22 CSFRA Recommended Annual Rental Housing Fee

**COMMUNITY STABILIZATION AND FAIR RENT ACT/
RENTAL HOUSING COMMITTEE
RECOMMENDED BUDGET**

| POSITIONS | 2019-20 ACTUAL | 2020-21 ADOPTED | 2021-22 RECOM. | |
|-----------------------------|-------------------|--------------------|-------------------|----|
| Total Regular | | | | |
| Project Manager | 1 | 1 | 1 | |
| Senior Management Analyst | 0 | 0 | 1 | *1 |
| Administrative Analyst I/II | 2 | 2 | 2 | |
| Secretary | 0 | 0 | 1 | *1 |
| Office Assistant I/II | 1 | 1 | 0 | *1 |
| TOTAL POSITIONS | 4 | 4 | 5 | |

*1 Midyear additional of a Senior Management Analyst position and reclassification of Office Assistant I/II position to Secretary.

| EXPENDITURES | 2019-20 ACTUAL | 2020-21 ADOPTED | 2021-22 RECOM. | |
|------------------------------------|---------------------|--------------------|-------------------|------|
| Salaries | \$ 326,330 | 485,350 | 578,812 | |
| Wages | 4,402 | 5,000 | 0 | *1 |
| Benefits | 168,473 | 245,046 | 340,644 | |
| TOTAL PERSONNEL | 499,205 | 735,396 | 919,456 | |
| Materials and Supplies | 54,431 | 179,000 | 166,000 | *2 |
| Maintenance and Operations | 33,744 | 39,000 | 39,000 | |
| Professional/Technical Svcs | 267,689 | 555,000 | 549,000 | *1/3 |
| Other Expenses | 1,039 | 7,500 | 10,000 | *4 |
| TOTAL SUPPLIES AND SERVICES | 356,903 | 780,500 | 764,000 | |
| Capital Outlay | 0 | 146,400 | 120,200 | |
| Interfund Expenditures | 259,098 | 248,275 | 295,270 | |
| TOTAL EXPENDITURES | \$ 1,115,206 | 1,910,571 | 2,098,926 | |

*1 Translation Services now in Professional/Technical Services.

*2 Reduced funding by \$13,000 for materials and supplies.

*3 Increased funding of \$45,000 for eviction services and \$5,000 translation services from wages offset by reduced funding of \$45,000 for litigation services, \$6,000 for data services, and \$5,000 for pre-hearing services.

*4 Limited-period funding of \$2,500 for furniture and equipment.

| REVENUES | 2019-20 ACTUAL | 2020-21 ADOPTED | 2021-22 RECOM. |
|-------------------------|---------------------|--------------------|-------------------|
| Investment Earnings | \$ 23,973 | 7,700 | 18,100 |
| General Service Charges | 1,452,226 | 1,270,800 | 1,524,900 |
| Miscellaneous Revenues | 17,473 | 0 | 0 |
| TOTAL REVENUES | \$ 1,493,672 | 1,278,500 | 1,543,000 |
| Rental Housing Units | | 14,950 | 14,950 |
| Rental Housing Fee/Unit | | 85.00 | 102.00 |

NOTES

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Exhibit B

COMMUNITY STABILIZATION AND FAIR RENT ACT (CSFRA)/
RENTAL HOUSING COMMITTEE (RHC) FUND

Statement of Revenues, Expenditures and Balances

| | Audited Actual <u>2019-20</u> | Adopted ⁽¹⁾ Budget <u>2020-21</u> | Estimated <u>2020-21</u> | Recom. Budget <u>2021-22</u> |
|--|-------------------------------------|--|-----------------------------|------------------------------------|
| Revenues and Sources of Funds: | | | | |
| Investment Earnings | \$ 23,973 | 7,700 | 20,913 | 18,100 |
| Charges for Services | 1,452,226 | 1,270,800 | 1,115,728 | 1,524,900 |
| Other Revenues | <u>17,473</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Total | <u>1,493,672</u> | <u>1,278,500</u> | <u>1,136,641</u> | <u>1,543,000</u> |
| Expenditures and Uses of Funds: | | | | |
| Operations | 856,108 | 1,662,296 | 1,053,196 | 1,803,656 |
| General Fund Administration | 244,700 | 227,470 | 227,470 | 266,320 |
| Self Insurance | 10,810 | 12,970 | 12,970 | 17,620 |
| Transfer to Comp Absences Res | 0 | 4,000 | 4,000 | 8,000 |
| Transfer to Equip Replace Res | <u>3,588</u> | <u>3,835</u> | <u>3,835</u> | <u>3,330</u> |
| Total | <u>1,115,206</u> | <u>1,910,571</u> | <u>1,301,471</u> | <u>2,098,926</u> |
| Revenues and Sources Over (Under) Expenditures and Uses | 378,466 | (632,071) | (164,830) | (555,926) |
| Beginning Balance, July 1 | 1,157,952 | 1,536,418 | 1,536,418 | 1,371,588 |
| Reserve/Rebudget Items | <u>(401,630)</u> | <u>(450,230)</u> | <u>(541,298)</u> | <u>(433,098)</u> |
| Ending Balance, June 30 | <u>\$ 1,134,788</u> | <u>454,117</u> | <u>830,290</u> | <u>382,564</u> |

On November 8, 2016 the residents of the City of Mountain View voted to adopt Measure V, also known as the Community Stabilization and Fair Rent Act (CSFRA), to stabilize rents and provide just cause eviction protections for certain rental units in Mountain View. The CSFRA created an entirely new program in the City of Mountain View and requires dedicated resources for its development, implementation, and administration. Section 1709(d) of the CSFRA empowers the RHC to establish a budget for the reasonable and necessary implementation of the provisions of the CSFRA, and Section 1709(j) requires the RHC to finance its reasonable and necessary expenses as necessary to ensure implementation of the CSFRA by charging landlords an annual Rental Housing Fee.

(1) Reflects the budget as adopted by the RHC on June 1, 2020 (adjusted for updated salary calculation).

CSFRA RENTAL HOUSING FEE**Exhibit C**

| State Code § (if any) | MVCC §§/CP/ Other | Title of Fee | Fiscal Year 2021-22 Recommended | Fee Basis | Effective Date |
|----------------------------------|--|---------------------|--|------------------|---------------------------|
| | Charter Article XVII, Section 1709 (j)(1) | Rental Housing Fee | \$102.00 | Rental Unit | 7/1/21 |