



October 31, 2023

To: Mobile Home Park Rent Appeals Board Commissioners

Re: **Rent Appeals Board Staff Expenditures – Fiscal Year 2022-23**

Dear Rent Appeals Board Commissioners,

At the Mobile Home Park Rent Appeals Board meeting on October 5, 2023, the Board requested that staff provide a detailed break-down of staff costs for fiscal year 2022-23. The total staff cost for fiscal year 2022-23 was \$26,165.36. (This included \$25,723.04 in expenses charged to the “City Staff Costs” line and \$442.32 in expenses charged to the “Special Projects Expense” line.)

The activities staff worked on in fiscal year 2022-23 included administration, records retention and monitoring. Each of these activities are described in more detail below, along with the subtotals for each category. Also included is a table with the fully burdened hourly rates for staff who did work for the Rent Appeals Board in fiscal year 2022-23.

Total Staff Cost: \$26,165.36

Administration: \$12,270.57

Administration is any direct staff work to support the Rent Appeals Board.

This includes the following activities:

- Preparing Rent Appeals Board agenda items, including typing up minutes from each meeting
- Setting up, facilitating, clerking and tearing down for Rent Appeals Board meetings
- Correspondence with individual Board commissioners throughout the year
- Correspondence with the general public inquiring about mobile home park rent control and other Rent Appeals Board activities
- Correspondence with mobile home park owners
- Preparing and sending out notices to mobile home park owners
- Creating and posting cancellation notices
- Preparing financial data for internal staff budget meetings
- Pulling and analyzing financial data for accuracy and completeness

Records Retention: \$8,342.65

The Records Retention Project is a two-year project to go through 20+ boxes of Rent Appeals Board files, sort, organize and inventory every individual file and send to the City's contractor to scan and save on the electronic file system.

This includes the following activities:

- Sorting through Rent Appeals Board files
- Inventorying all individual files
- Discarding duplicate files
- Preparing file destruction inventory forms for files that are past retention date
- Creating and following procedures for reviewing all files

Monitoring: \$5,552.14

Monitoring is the annual review staff conduct of all mobile home parks in the City to confirm they are compliant with the City's Mobile Home Park Ordinance. This is also referred to in the Ordinance and Rules and Regulations as "Re-Registration." Mobile Home Park owners are required to submit re-registration forms each year by February 1st. Staff have been working to update these forms and move the reporting process to a database platform which is easier to review and analyze.

This includes the following activities:

- Creating and updating the Rent Appeals Board re-registration forms in excel
- Researching all monitoring requirements under the City's Mobile Home Park Ordinance and Rent Appeals Board Rules and Regulations
- Working with City database provider to create and customize online monitoring tool

Staff hourly rates *(fully burdened, includes all taxes and benefits):*

Planning Manager	\$202.02
Housing Manager	\$182.32
Planner II	\$132.91
Admin Assistant	\$110.58
Community Development Technician	\$110.58

If you have any questions concerning the above information, please call me at (707) 588-2233 or contact me via email at jgarcia@rpcity.org.

Regards,

Jenna Garcia, Housing Manager