



bhyv

Pasadena Rent Stabilization Department Preliminary Staffing Plan & Budget

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bhyv Consulting LLC

Agenda

- I. Background
- II. Methods
- III. Department Structure & Staffing
- IV. Additional Program Costs
- V. Registry Fee
- VI. Summary and Next Steps



I. Background

The Rent Stabilization Department will be responsible for the following:

- Rent regulation
- Rental registry administration
- Mediations, hearings, and appeals oversight
- Evictions monitoring to determine compliance with local law
- Public information and outreach around local laws



II. Methods

Research and analysis informed by:

- Conversations with and analysis conducted by:
 - HR Department
 - IT Department
 - Finance Department
- Comparisons with municipalities with rental housing departments with active enforcement programs



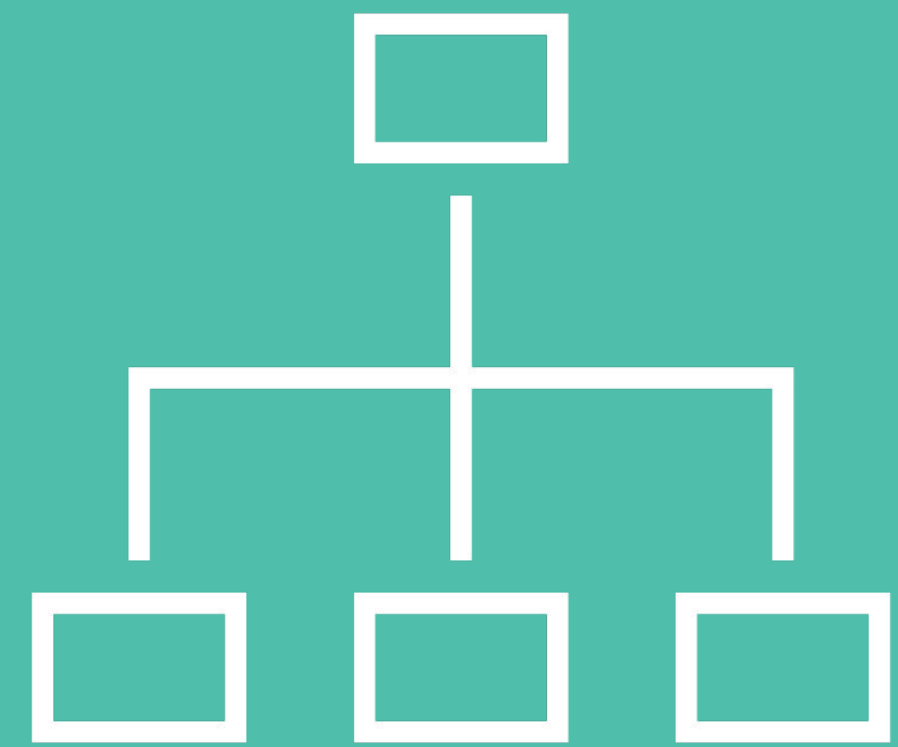
III. Department Structure & Staffing

Pasadena's Rent Stabilization Department Structure

- Administration and Policy Division
- Public Information and Outreach Division
- Hearings Division
- Rent Registration Division
- Legal Division

Total estimated personnel

- Rent Stabilization Department: 22 FTE
- Department of IT: 0.5 FTE



III. Administration and Policy Division

Responsibilities

- Provide leadership, management, and administrative oversight
- Lead data collection and analysis
- Prepare annual report
- Administer contracts, billings, invoicing
- Implement programmatic policies and create strategic plans
- Create budget, program, and staffing plan
- Coordinate with other City Departments

Recommended Staff: 4 FTE

New Job Classification Required: Department Director

III. Public Information and Outreach Division

Responsibilities

- Disseminate information about the Charter and regulations through:
 - Drop-in clinics
 - Responding to phone calls and emails
 - Presentations at workshops and seminars
 - Attending community-based events
- Provide holistic housing counseling to support residents in resolving landlord-tenant-related challenges

Recommended Staff: 6 FTE

New Job Classification Required: Housing Counselor

III. Hearings Division

Responsibilities

- Conduct hearings, prepare hearing decisions, manage appeals
- Conduct mediations of owner/tenant disputes
- Analyze and recommend regulatory amendments to Board based on hearing trends and changes in the law
- Support Housing Counselors and other department staff in responding to complex community inquiries

Recommended Staff: 4 FTE

New Job Classification Required: Hearing Officer, Senior Hearing Officer

III. Rent Registration Division

Responsibilities

- Manage the rental registration process
- Maintain the rent registry database
- Monitor compliance with the City's rent stabilization and eviction protection provisions
- Provide customer service and support to property owners and tenants.

Recommended Staff: 4 FTE

New Job Classification Required: None

III. Legal Division

Responsibilities

- Provide legal expertise on cases or lawsuits challenging the local law
- Represent the Rental Board in negotiations and in lawsuits
- Provide legal expertise on policy changes and proposed regulations

Recommended Staff: 4 FTE

New Job Classification Required: Negotiable

IV. Additional Program Costs

Program Components	One-Time Startup Cost	Ongoing Annual Cost
Operations and Maintenance (i.e. outreach, translation, office supplies)		✓
City of Pasadena - Administrative Overhead		✓
City of Pasadena - IT Support		✓
IT Startup Support (i.e. database acquisition, IT office set-up)	✓	
Office rent		✓
Office furnishing	✓	
Additional programs (i.e. contracted legal services)		✓
Rental Housing Board Compensation		✓

V. Rental Housing Fee

Section 1811(l) - Rental Housing Board will finance its expenses by charging an annual Rental Housing Fee to landlords

$$\text{Rental Housing Fee} = \frac{\text{Total Department Cost}}{\text{No. of Rental Units Covered by Charter Amendment}}$$

V. Comparison with Other Rent Stabilization Cities

	Berkeley	Oakland	Santa Monica	West Hollywood
Year Rent Stabilization Program Established	1978	1983	1979	1985
Population	123,065	433,823	92,408	35,399
Number of Rent-stabilized Units	19,607	76,000	26,620	16,741
Number of Units Subject to "Just Cause" Only	24,306	19,000	N/A	N/A
Total Units	43,913	95,000	26,620	16,741
Total Ongoing Budget	\$7,506,460	\$8,269,014	\$5,976,033	\$2,523,827
Number of FTEs	27.0	28.0	24.0	10.0
Rental Housing Fee	\$290/\$178	\$101	\$228	\$144

IV. Summary of Pasadena's Rent Stabilization Dept

	Pasadena
Year Rent Stabilization Program Established	2022
Population	135,732
Number of Rent-stabilized Units	24,852
Number of Units Subject to "Just Cause" Only	6,464
Total Units	31,316
Number of FTEs	22.5

VI. Summary and Next Steps

- Prioritize the hiring of:
 - Department Director
 - 2.0 FTE Housing Counselor
 - 1.0 FTE Senior Business System Analyst
 - 0.5 FTE Senior IT Support Specialist
- Adopt final staffing model and budget (FY 2023-2024)

Questions?