

# Department Budget Submission Checklist

To be completed by: All departments.

Instructions: Submit this completed cover sheet with your budget submission and ensure all applicable forms below are included with your submission.

Department Name: Rent Board

- Summary of Major Changes:** Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal.
  - Proposed GF cost neutral proposal**
  - Department Budget Summary:** Completed "Form 1B: Department Budget Summary" Submission includes copy of report 15.50.012.
  - Budget Equity:** Completed "Form 1C: Budget Equity"
- Revenue Report:** Completed "Form 2A: Revenue Report."
- Fees & Fines:** Completed "Form 2B: Fees & Fines."
- Cost Recovery:** Completed "Form 2C: Cost Recovery."
- Expenditure Changes:** Completed "Form 3A: Expenditure Changes."
- Deappropriations from prior years' budget:** Indicate if these are included in your submitted budget, and please explain in the expenditure changes form 3A
- Position Changes:** Completed "Form 3B: Position Changes."
- Equipment & Fleet Requests:** New General Fund Equipment (Form 4A) and Fleet Requests (Forms 4B.1 and 4B.2) to be made in BFM.
- Minimum Compensation Ordinance:** The effects of the MCO in contracting have been considered as
- Proposition J Description, Summary, City Cost, Contract Cost:** Required for all existing or new Prop Js
- Interdepartmental Services Balancing:** Included Excel download of Department - IDS Form Balancing
- Organizational Charts:** Submission contains updated position-level organizational charts for your department, with indication if the position is filled (F) or vacant (V). Organizational charts also reflect
- New Legislation:**
  - Included draft legislation that department would like to submit with the budget; or,
  - Draft legislation in progress at this time. A description of the proposed changes is included in the "Summary of Major Changes" table. A draft will be provided to the Mayor's Office by
- Other Requests:** Submitted requests for the following item (through a separate form), if applicable:
  - COIT, Capital

**For Chief Financial Officer/Budget Manager:**

I have reviewed the attached budget submission and affirm that all applicable forms checked off above are either included in this submission or have been submitted through the proper online forums.

Full Name: Christina A. Varner

Signature: Christina A. Varner

# Table of Contents

(enable content and macros)

Sheet	Link
BUDGET SUBMISSION CHECKLIST	<a href="#">Go To Sheet</a>
Table of Contents	<a href="#">Go To Sheet</a>
1A Summary of Major Changes	<a href="#">Go To Sheet</a>
1B Department Budget Summary	<a href="#">Go To Sheet</a>
1C BUDGET EQUITY	<a href="#">Go To Sheet</a>
2A Revenue Report	<a href="#">Go To Sheet</a>
2B Fees & Fines	<a href="#">Go To Sheet</a>
3A Expenditure Changes	<a href="#">Go To Sheet</a>
3B Position Changes	<a href="#">Go To Sheet</a>

**BUDGET FORM 1A: Summary of Major Changes  
FY 2022-23 and FY 2023-24**

**RESIDENTIAL RENT STABILIZATION AND ARBITRATION BOARD**

Major Changes	Department Response to Major Changes
<p><b>1. SUMMARY.</b> What major changes is the department proposing? Include a description of changes intended to improve core service delivery. Clearly describe each change and the department's proposal to fund each change without increased General Fund support (i.e. reprioritization of existing funds, grants, or other new revenues). Include detail related to position changes in the Expenditure Changes section below.</p>	<p>The changes reflected in the Rent Board's proposed budget are a continuation from the FY 2021-22 budget. They are intended to address the additional workload as a result of recent legislation mandating that the department implement and maintain a housing inventory requiring owners to report information about every rental unit, and to receive a license upon properly doing so, in addition to the approximately 35,000 to 55,000 new units made subject to Chapter 37 (the Rent Ordinance) that were added in 2020.</p>
<p><b>2. TARGET.</b> How did the department meet its General Fund cost neutral target?</p>	<p>The Rent Board does not have a General Fund cost neutral target because it does not receive General Fund support.</p>
<p><b>3. EXPENDITURE CHANGES.</b> What major spending changes is the department proposing? Please provide information especially for any grant changes, major contract changes, personnel changes, or other changes that affect core services and functions. Highlight any changes related to major changes/initiatives as noted in the Summary section and provide details in Form 3A.</p>	<p>To accommodate the additional workload brought on by the new legislation discussed in item 1., the Rent Board will continue to actively fill positions budgeted in FY 2021-22. This includes 4 substituted positions and 8 additional positions to support the new housing inventory reporting process. There will also be ongoing software implementation, rent, equipment and support costs. As well, workorder changes mentioned above are also an ongoing part of the expansion. The Rent Board is not supported by the General Fund so expects no impact to the General Fund.</p>
<p><b>4. REVENUE.</b> What revenue changes did the department submit? Please differentiate between General Fund and non-General Fund. This should match an Audit Trail, as shown in Form 2A Revenue Report, as well as, the Expenditure Report in Form 3A.</p>	<p>The Rent Board is an Enterprise department and its primary source of funding is the Rent Board fee. The Rent Board anticipates that revenue for FY 22-23 will be about \$2.8M lower than the anticipated budget due to a large number of property owner exemptions from the Rent Board fee. However, the Rent Board will retain about \$2.8M in salary savings from FY 21-22. Expenditure increases mentioned above will in FY 23-24 be supported by additional revenue created by this new rental unit reporting.</p>
<p><b>5. LEGISLATION.</b> Is the department seeking to submit any legislation with the budget? Does the department's budget assume any revenues/expenditures that require a legislative change?</p>	<p>No</p>
<p><b>6. PROP J.</b> Identify existing Prop J Analyses that will continue, and if the department's budget proposes any NEW contracting out of work previously done by City workers.</p>	<p>None</p>
<p><b>7. TRANSFER OF FUNCTION.</b> Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.</p>	<p>No</p>
<p><b>8. INTERIM EXCEPTIONS.</b> Is the department requesting any interim exceptions (new positions that are 1.0 FTE rather than 0.79 in BY and .78 in BY +1)? If so, for what reason are is the request being made?</p>	<p>No</p>
<p><b>9. BUDGET EQUITY.</b> How has the department advanced racial equity through its services to the community? Please provide a high level summary in this form and all details in Form 1D.</p>	<p>The department has sought to advance racial equity in its implementing the city's first comprehensive rental housing inventory with an equity lens; by developing its data and metrics internally and externally to better evaluate the impact of its regulatory model and services; and by committing to hire an 1822 Administrative Analyst dedicated to advancing the department's racial equity work, including targeted</p>

**BUDGET FORM 1B: Department Budget Summary**  
**FY 2022-23 and FY 2023-24**

Please run Department Total Budget Historical Comparison Report saved to the 3 Department Reports folder in BFM Reporting and include with budget submission. Example Report is shown below.

**RNT Rent Arbitration Board**

	2021-2022	2022-2023	Changes from	2023-2024	Changes from
Authorized Positions	Original Budget	Proposed Budget	2021-2022	Proposed Budget	2022-2023
Total Authorized	46.74	49.62	2.88	49.63	0.01
Non-Operating Positions (CAP/Other)	0.00	0.00	0.00	0.00	0.00
<b>Net Operating Positions</b>	<b>46.74</b>	<b>49.62</b>	<b>2.88</b>	<b>49.63</b>	<b>0.01</b>

**Sources**

Charges for Services	12,982,121	11,994,494	(987,627)	11,994,494	0
Unappropriated Fund Balance	1,000,000	2,927,787	1,927,787	1,956,647	(971,140)
General Funds	0	(442,540)	(442,540)	(442,720)	(180)
<b>Sources Total</b>	<b>13982121</b>	<b>14479741</b>	<b>497,620</b>	<b>13,508,421</b>	<b>(971,320)</b>

**Uses - Operating Expenditures**

Salaries	6,749,603	7,328,827	579,224	7,512,341	183,514
Mandatory Fringe Benefits	2,876,830	2,965,155	88,325	2,790,321	(174,834)
Non-Personnel Services	2,517,558	2,109,558	(408,000)	1,219,558	(890,000)
Materials & Supplies	71,749	127,749	56,000	37,749	(90,000)
Overhead and Allocations	83,330	83,330	0	83,330	0
Services Of Other Depts	1,683,051	1,865,122	182,071	1,865,122	0
<b>Uses Total</b>	<b>13,982,121</b>	<b>14,479,741</b>	<b>497,620</b>	<b>13,508,421</b>	<b>(971,320)</b>

**Uses - By Division Description**

RNT Rent Arbitration Board	13,982,121	14,479,741	497,620	13,508,421	(971,320)
<b>Uses by Division Total</b>	<b>13,982,121</b>	<b>14,479,741</b>	<b>497,620</b>	<b>13,508,421</b>	<b>(971,320)</b>

**BUDGET FORM 1C: BUDGET EQUITY**  
**FY 2022-23 and FY 2023-24**

**1. What is the department's approach to advancing racial equity in the services provided to the residents of San Francisco?** The Rent Board has several initiatives in its approach to advancing racial equity in the services provided to the residents of San Francisco. One involves the first phase of the department's Racial Equity Action Plan, which is the internal focus on the department. One of the key priorities for 2021 was for the department to draft an Equitable Recruitment and Hiring Policy. With the many recruitments and hirings currently underway at the Rent Board, the department is now actively implementing the policy, placing an equity lens on every step of the recruitment and hiring process, including employing diverse hiring panels consisting of both managerial and non-managerial staff. The department will provide better core services to its landlord and tenant customer populations by having broader race representation amongst employees and actively working to make those internal to the organization have the tools and resources to be effective. Secondly, the department will provide targeted outreach to property owner populations regarding the Rent Board fee and housing inventory in Chinese, Spanish and Filipino, with a focus on small property owners to increase participation in the inventory; transparent reporting in the housing inventory benefits tenants and provides the city with current data for planning and regulation evaluation. Thirdly, the department grow its Public Information unit which will allow the unit to reevaluate its targeted outreach priorities regarding its core services, focusing more closely on grounding racial equity rather than services to landlords or tenants in the aggregate, which can hide problems and trends in vulnerable populations.

**2. What are the department's top racial equity priorities for the upcoming budget cycle? Are there any existing programs that the department is proposing to modify or recommending new initiatives in order to fulfill racial equity priorities?** The department's top racial equity priorities for the upcoming budget cycle include: hiring an 1822 Administrative Analyst in the department's Public Information unit who is allocated at least 0.5 FTE to implement the department's racial equity work; employing diverse interview panels comprised of both managerial and non-managerial staff; implementing the city's housing inventory to create concrete data to better inform the housing landscape of San Francisco; and, as stated above, the department will grow its Public Information unit which will allow the unit to reevaluate its targeted outreach priorities regarding its core services, focusing more closely on grounding racial equity rather than services to landlords or tenants in the aggregate.







# BUDGET FORM: Organizational Chart

## FY 2022-23 and FY 2023-24

SF Rent Board-RNT

### San Francisco Rent Stabilization and Arbitration Board

#### Position Level Chart FY 2022-23

