

DATE: March 28, 2024

TO: Rental Housing Committee

FROM: Wayne Chen, Housing Director

SUBJECT: Reclassification of Project Manager to Rent Stabilization Manager

RECOMMENDATION

Authorize reclassification of the 1.0 Full-Time Equivalent (FTE) Project Manager position to 1.0 FTE Rent Stabilization Manager position.

BACKGROUND

The Community Stabilization and Fair Rent Act (CSFRA) was passed by the voters in 2016 with day-to-day operations overseen by the Project Manager position classification since that time. The scope of work by the rent stabilization group is significant due to existing program and expanded areas of work, summarized as follows:

- Implementation of new policies and procedures associated with the CSFRA, including items related to landlord/tenant petitions, implementing a rent registry, establishing compliance and enforcement measures, enhanced community outreach, and education for tenants and landlords, etc.
- Implementation of the City's Tenant Relocation Assistance Ordinance (TRAO) and the Mountain View Mediation Program.
- Implementation of new programs such as the Mobile Home Rent Stabilization Ordinance (MHRSO) and the Housing and Eviction Help Center.
- Increased involvement with review of residential projects to ensure compliance with the TRAO, state laws such as SB 330 and replacing demolished CSFRA units, and providing input on the development of City strategies, such as the tenant displacement response strategy and homeless response strategy.

The significant scope of work in part informed the creation of the new stand-alone Housing Department. The rent stabilization group is now formally the Rent Stabilization Division under

the new department, along with the Affordable Housing Division, which is overseen by a Division Manager position classification.

ANALYSIS

The Housing Department submitted a Midyear Budget request for City Council to consider the reclassification this fiscal year. On February 27, 2024, the Council approved this reclassification request with the following rationale (see Attachment 1):

“Reclassification of 1.0 FTE Project Manager to 1.0 FTE Rent Stabilization Manager is recommended due to the operational needs of higher-level support for the increased and more complex workload related to the Community Stabilization and Fair Rent Act (CSFRA), the City’s Tenant Relocation Assistance Ordinance (TRAO), Mountain View Mediation Program, and Mobile Home Rent Stabilization Ordinance (MHRSO). The current level of work is more aligned with the duties of a division manager. The total annual compensation change for the reclass is approximately \$41,200 and can be absorbed by the CSFRA Fund. This position will also be submitted to the Rental Housing Committee for consideration as part of its Fiscal Year 2024-25 budget process.”

This represents the fully loaded cost of positions, including salary, health, and pension, using information provided by the Finance and Administrative Services Department and as used to calculate costs for all City positions.

FISCAL IMPACT

As noted above, if the RHC approves this reclassification, there is enough funding in the RHC’s current Fiscal Year 2023-24 Budget to absorb the increased cost without modifications to the budget. This position will be incorporated along with other staffing and administrative costs into the Fiscal Year 2024-25 Budget process, which will begin in May with RHC adoption of the Fiscal Year 2024-25 Budget in June.

PUBLIC NOTICING—Agenda posting, posting on the City’s website, and email to distribution list.

WC/KG/1/HSN/RHC

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Attachment: 1. [City’s Fiscal Year 2023-24 Midyear Budget Status Report and Adjustments](#)