

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: April 18, 2018

Final Decision Date Deadline: April 18, 2018

STATEMENT OF THE ISSUE: The Fair Rent, Just Cause for Eviction and Homeowner Protection Ordinance empowers the Richmond Rent Board to hire and evaluate the performance of the Executive Director. The Board hired the Executive Director, Nicolas Traylor, on July 2017 at a salary 10% less than what had been budgeted in the Board's 2017-18 budget because at the time of his hiring the City was only able to offer him 5% more than what his previous salary was with the City of Berkeley. The Board is meeting in closed session on April 18, 2018 to evaluate the performance of Mr. Traylor. The Board may, following the closed session, revise the salary of the Executive Director to an amount not to exceed what has been budgeted for this fiscal year. The Board may also set the salary of the Executive Director for Fiscal Year 2018-19 in an amount that is reflected in the Board's budget as that budget is adopted by the Richmond Rent Board.

INDICATE APPROPRIATE BODY

- | | | | | |
|---|---|--|--|---|
| <input type="checkbox"/> City Council | <input type="checkbox"/> Redevelopment Agency | <input type="checkbox"/> Housing Authority | <input type="checkbox"/> Surplus Property Authority | <input type="checkbox"/> Joint Powers Financing Authority |
| <input type="checkbox"/> Finance Standing Committee | <input type="checkbox"/> Public Safety Public Services Standing Committee | <input type="checkbox"/> Local Reuse Authority | <input checked="" type="checkbox"/> Other: <u>Rent Board</u> | |

ITEM

- Presentation/Proclamation/Commendation (3-Minute Time Limit)
- Public Hearing Regulation Other:
- Contract/Agreement Rent Board As Whole
- Grant Application/Acceptance Claims Filed Against City of Richmond
- Resolution Video/PowerPoint Presentation (contact KCRT @ 620.6759)

RECOMMENDED ACTION: (1) CONSIDER APPROVING a revision to the salary of the Executive Director for the remainder of Fiscal Year 2017-18 to the amount for the Executive Director position as reflected in the publicly posted and available Rent Board budget, as approved and adopted by the Richmond Rent Board. The revised salary for Fiscal Year 2017-18 shall become effective on April 16, 2018; and (2) CONSIDER APPROVING the salary of the Executive Director for Fiscal Year 2018-19 to the amount for the Executive Director position in the Richmond Board's budget for Fiscal Year 2018-19, as that budget, following a public hearing, is approved and adopted by the Richmond Rent Board. The approved salary for the Executive Director for Fiscal Year 2018-19 shall become effective on July 1, 2018 – Rent Program (Michael Roush 620-1202).

AGENDA ITEM NO:

I-4.



AGENDA REPORT

DATE: April 18, 2018
TO: Chair Gray and Members of the Rent Board
FROM: Michael Roush, Legal Counsel
SUBJECT: Consideration of Revision to the Salary of Executive Director

STATEMENT OF THE ISSUE:

The Fair Rent, Just Cause for Eviction and Homeowner Protection Ordinance empowers the Richmond Rent Board to hire and evaluate the performance of the Executive Director. The Board hired the Executive Director, Nicolas Traylor, on July 2017 at a salary 10% less than what had been budgeted in the Board's 2017-18 budget because at the time of his hiring the City was only able to offer him 5% more than what his previous salary was with the City of Berkeley. The Board is meeting in closed session on April 18, 2018 to evaluate the performance of Mr. Traylor. The Board may, following the closed session, revise the salary of the Executive Director to an amount not to exceed what has been budgeted for this fiscal year. The Board may also set the salary of the Executive Director for Fiscal Year 2018-19 in an amount that is reflected in the Board's budget as that budget is adopted by the Richmond Rent Board.

RECOMMENDED ACTION:

(1) CONSIDER APPROVING a revision to the salary of the Executive Director for the remainder of Fiscal Year 2017-18 to the amount for the Executive Director position as reflected in the publicly posted and available Rent Board budget, as approved and adopted by the Richmond Rent Board. The revised salary for Fiscal Year 2017-18 shall become effective on April 16, 2018; and (2) CONSIDER APPROVING the salary of the Executive Director for Fiscal Year 2018-19 to the amount for the Executive Director position in the Richmond Board's budget for Fiscal Year 2018-19, as that budget, following a public hearing, is approved and adopted by the Richmond Rent Board. The approved salary for the Executive Director for Fiscal Year 2018-19 shall become effective on July 1, 2018.

FISCAL IMPACT:

If these matters are approved, there will be no fiscal impact to the Rent Board budget as, for this fiscal year, the full amount of the Executive Director's salary has been

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budgeted and, for Fiscal Year 2018-19, the Executive Director's salary shall only be as approved and adopted by the Richmond Rent Board.

DOCUMENTS ATTACHED:

Attachment 1—Board's adopted Budget for Fiscal Year 2017-18

Attachment 2—Board's proposed Budget for Fiscal Year 2018-19

AMENDED FISCAL YEAR 2017-18 RENT PROGRAM BUDGET | ADOPTED: SEPTEMBER 20, 2017

								TOTAL ALLOCATED	Comments
Personnel - Salary & Benefits									
Title	Personnel Classification	# Months	Salary/ Month	FY 17-18 Salary	Benefits (at 55% of Salary)	Annual Salary & Benefits	TOTAL (1 employee)		Salary Assumptions (Started at Step III in FY 16-17; Step IV in FY 17-18)
Executive Director	Project Manager II (PLACEHOLDER)	12	\$ 11,554	\$ 138,650	\$ 76,258	\$ 214,908	\$ 214,908	\$ 214,908	\$9,024 - \$14,364
Deputy Director	Project Manager I (PLACEHOLDER)	12	\$ 8,087	\$ 97,044	\$ 53,374	\$ 150,418	\$ 150,418	\$ 150,418	\$8,087 - \$12,873
Staff Attorney	Assistant City Attorney (PLACEHOLDER)	6	\$ 11,694	\$ 70,164	\$ 38,590	\$ 108,754	\$ 108,754	\$ 108,754	\$9,024 - \$14,364
Hearing Examiner	Assistant City Attorney (PLACEHOLDER)	6	\$ 11,694	\$ 70,164	\$ 38,590	\$ 108,754	\$ 108,754	\$ 108,754	\$9,024 - \$14,364
Housing Counselor	Management Analyst I/II* (step IV)(includes 2% salary increase for fluency in another language)	7	\$ 7,462	\$ 52,234	\$ 28,729	\$ 80,963	\$ 80,963	\$ 80,963	\$6,357 \$6,674 \$6,977 \$7,315 \$7,684
Housing Counselor	Management Analyst I/II* (step IV) (includes 2% salary increase for fluency in another language)	7	\$ 7,462	\$ 52,234	\$ 28,729	\$ 80,963	\$ 80,963	\$ 80,963	\$6,357 \$6,674 \$6,977 \$7,315 \$7,684
Administrative Analyst/Rent Board Clerk	Assistant/Associate Administrative Analyst* (step IV)	8	\$ 7,315	\$ 58,520	\$ 32,186	\$ 90,706	\$ 90,706	\$ 90,706	\$6,357 \$6,674 \$6,977 \$7,315 \$7,684
Administrative Aide	Administrative Aide* (step IV)	8	\$ 5,602	\$ 44,816	\$ 24,649	\$ 69,465	\$ 69,465	\$ 69,465	\$4,910 \$5,115 \$5,360 \$5,602 \$5,873
Student Intern	Administrative Student Intern (P/T - 15 hrs./wk.)	12	\$ 1,292	\$ 15,506			\$ 15,506	\$ 15,506	\$15.54 \$17.20 \$18.81 \$20.51 \$22.07
Student Intern	Administrative Student Intern (P/T - 15 hrs./wk.)	12	\$ 1,292	\$ 15,506			\$ 15,506	\$ 15,506	\$15.54 \$17.20 \$18.81 \$20.51 \$22.07
Student Intern	Administrative Student Intern (P/T - 15 hrs./wk.)	12	\$ 1,292	\$ 15,506			\$ 15,506	\$ 15,506	\$15.54 \$17.20 \$18.81 \$20.51 \$22.07
Student Intern	Administrative Student Intern (P/T - 15 hrs./wk.)	12	\$ 1,292	\$ 15,506			\$ 15,506	\$ 15,506	\$15.54 \$17.20 \$18.81 \$20.51 \$22.07
Overtime/Comp Time							\$ 12,000	\$ 12,000	
								\$ 978,953	
Cost Pool and Risk Management:									
General Liability and Worker's Comp							\$ 52,981	\$ 52,981	FY 17/18 Workers Compensation - \$2,748 per employee, General Liability - \$3,485 per employee (combined total \$6,233 per employee.) 8.5 FTEs FY 17-18
Space at 440 Civic Center Plaza							\$ 52,275	\$ 52,275	Space at 440 CCP is based on the percentage of total square footage occupied. This percentage is then applied to the total annual debt service. Rent Program is presumed to occupy 0.9% of Civic Center's total square footage. The percentage was applied to the total annual debt service for FY 2016-17 to determine the cost.
Indirect Cost							\$ 51,454	\$ 51,454	Indirect Costs are charges allocated to City Departments to reimburse the General Fund for administrative services by central service departments (i.e. City Council, City Manager, City Attorney, City Clerk, Finance, HR, etc.) Allocations are determined in the City's cost allocation plan completed by an external consultant. Since the Rent Program dept. is new, it was not included in the current cost allocation plan. Staff recommended using the allocation of a department similar in size. In this case, the City Manager's Office was used as the basis.
Supplemental Liability Insurance Policy (SLIP)							\$ 25,000	\$ 25,000	General liability policy for the Rent Control program.
Sub-Total Cost Pool + Risk Management							\$ 181,710	\$ 181,710	
IT Expenses:									
Startup Costs Year 1 and 2							\$ 29,500	\$ 29,500	Estimated startup costs.
Annual IT Costs (Including replacement funding)							\$ 18,683	\$ 18,683	General PC software and costs.
Sub-Total IT Expenses							\$ 48,183	\$ 48,183	
Legal Costs									
Outside Legal Counsel (Litigation)							\$ 120,000	\$ 120,000	Outside legal counsel to respond to litigation pertaining to the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance. Previous litigation was dismissed without prejudice on Saturday, May 6, 2017. The budgeted amount reflects estimate for anticipated future litigation.
Rent Program Legal Counsel							\$ 160,000	\$ 160,000	Legal Counsel to assist with training, daily operations, reviewing regulations, assisting with compliance and enforcement of the Ordinance, Excess Rent Complaints, Rent Adjustment Petitions, and the hearing process. Assumes approximately 12 hours per week @ \$250/hour.
Legal Services and/or Additional Legal Counsel							\$ 150,000	\$ 150,000	Legal services to provide assistance to Tenants that have paid the Maximum Allowable Rent, are being evicted (Unlawful Detainer), and are able to provide evidence that their Landlord is not in compliance with the Fair Rent, Just Cause for Eviction, and Home Owner Protection Ordinance, as may be determined by policy of the Rent Board (Contract or Employee). NOTE: FY17-18 .60 FTE (~3 days a week) Assistant City Attorney salary and benefits, but does not include cost pool or risk management.
Sub-Total Legal Expenses							\$ 430,000	\$ 430,000	
Other Operating Expenses									
Postage & Mailing							\$ 75,000	\$ 75,000	Costs of mailing include production, printing, proofing, and postage (assumes ~\$25,000 per mailing.)
Copying & Duplicating							\$ 50,000	\$ 50,000	Bulk printing of materials for public outreach and information.
Copy Machine Rental							\$ 5,000	\$ 5,000	Cost of rental and maintenance of Xerox machines in 440 Civic Center Plaza.
Miscellaneous Expenses							\$ 10,000	\$ 10,000	Miscellaneous expenses associated with program development and operations.
Office Supplies and Furniture							\$ 6,000	\$ 6,000	Cost of general office supplies, timestamp, and office furniture (e.g. desk chairs.)
Sub-Total Other Operating							\$ 146,000	\$ 146,000	

								TOTAL ALLOCATED	Comments
Professional and Admin Services									
Professional Service Contracts:									
Management Partners								\$ 20,000	Professional services and technical assistance to assist with startup program design, processes, and administration. Services are likely to conclude by the end of FY 2017-18.
Additional Subject Matter Experts								\$ 30,000	Contracts with subject matter experts to assist with drafting and reviewing regulations and other Rent Board policies.
Contract Hearing Examiner Services								\$ 6,025	Contract services to conduct hearings in the absence, or in addition to, a Staff Hearing Examiner.
Mediation Services								\$ 30,000	Mediation services to provide a mediation option for Landlords and Tenants to potentially reduce demands for formal hearings, as may be determined by policy of the Rent Board. Assumes \$600 per mediation case, budget allows for 50 mediation sessions.
Translation Services								\$ 30,000	Translation services to ensure that all forms and notices are available in both English and Spanish, at a minimum, and for oral translation, as it may be advantageous for administration. Assumes 9,000 words per month @ \$0.14/word and 25 hours of verbal translation @ \$50.00/hour.
Community Education								\$ 20,000	Materials and supplies for large-format community education workshops, computer support sessions, and the development of a LEAP Digital Literacy LearnerWeb module.
Mileage								\$ 1,000	Use of City pool car.
Training / Conferences								\$ 15,000	Legal and professional trainings (e.g. dispute resolution, handling of sensitive information) for staff, attendance at conferences.
Cell Phone								\$ 1,200	Assumed for Executive Director.
Books and Educational Materials								\$ 200	Educational and reference materials.
Ad & Promotional materials								\$ 2,000	Posting of community events and other information in publications.
Sub-Total Professional & Admin								\$ 155,425	
TOTAL OPERATING EXPENSES								\$ 961,318	
Reserves:									
Operating Reserve (17%)								\$ 329,846	As recommended by the Government Finance Officers Association (GFOA.)
Risk Reserve (8%)								\$ 155,222	Risk Management reserve fund.
Sub-Total Reserves								\$ 485,068	
GRAND TOTAL								\$ 2,425,338	

REVISED PROPOSED FISCAL YEAR 2018-19 RENT PROGRAM BUDGET OPTIONS

						TOTAL ALLOCATED FY 17-18	OPTION A	OPTION B	OPTION C	Comments
Obj. Code		FY 18-19 Salary	Benefits (at 55% of Salary)	FY 18-19 Salary & Benefits	TOTAL (1 employee)					
	Title		0.55							Salary Assumptions (includes Step Increase)
400001	EXECUTIVE STAFF	\$ 530,552	\$ 291,804	\$ 822,356	\$ 822,356	\$ 582,834	\$ 822,356	\$ 822,356	\$ 822,356	
	Executive Director*	\$ 148,000	\$ 81,400	\$ 229,400	\$ 229,400	\$ 214,908	\$ 229,400	\$ 229,400	\$ 229,400	\$9,024 - \$14,364
	Deputy Director*	\$ 101,896	\$ 56,043	\$ 157,939	\$ 157,939	\$ 150,418	\$ 157,939	\$ 157,939	\$ 157,939	\$8,087 - \$12,873
	Staff Attorney	\$ 140,328	\$ 77,180	\$ 217,508	\$ 217,508	\$ 108,754	\$ 217,508	\$ 217,508	\$ 217,508	\$9,024 - \$14,364
	Hearing Examiner	\$ 140,328	\$ 77,180	\$ 217,508	\$ 217,508	\$ 108,754	\$ 217,508	\$ 217,508	\$ 217,508	\$9,024 - \$14,364
400002	MANAGEMENT STAFF - 1021	\$ 242,235	\$ 133,229	\$ 375,464	\$ 375,464	\$ 252,632	\$ 375,464	\$ 375,464	\$ 375,464	
	Rent Program Services Analyst	\$ 85,891	\$ 47,240	\$ 133,131	\$ 133,131	\$ 80,963	\$ 133,131	\$ 133,131	\$ 133,131	\$6,357 \$6,674 \$6,977 \$7,315 \$7,684
	Rent Program Services Analyst	\$ 82,102	\$ 45,156	\$ 127,258	\$ 127,258	\$ 80,963	\$ 127,258	\$ 127,258	\$ 127,258	\$6,357 \$6,674 \$6,977 \$7,315 \$7,684
	Administrative Analyst	\$ 74,242	\$ 40,833	\$ 115,075	\$ 115,075	\$ 90,706	\$ 115,075	\$ 115,075	\$ 115,075	\$6,357 \$6,674 \$6,977 \$7,315 \$7,684
400003	LOCAL 1021 STAFF	\$ 121,100	\$ 66,605	\$ 187,705	\$ 187,705	\$ 69,465	\$ 93,853	\$ 187,705	\$ 187,705	
	Administrative Aide	\$ 60,550	\$ 33,303	\$ 93,853	\$ 93,853	\$ 69,465	\$ 93,853	\$ 93,853	\$ 93,853	\$4,910 \$5,115 \$5,360 \$5,602 \$5,873
	Administrative Aide	\$ 60,550	\$ 33,303	\$ 93,853	\$ 93,853	\$ -	\$ -	\$ 93,853	\$ 93,853	\$4,910 \$5,115 \$5,360 \$5,602 \$5,873
400006	PART TIME/TEMP STAFF	\$ 66,740	\$ -	\$ -	\$ -	\$ 62,024	\$ 66,740	\$ 66,740	\$ 66,740	
	Administrative Student Intern	\$ 16,685				\$ 15,506	\$ 16,685	\$ 16,685	\$ 16,685	\$15.54 \$17.20 \$18.81 \$20.51 \$22.07
	Administrative Student Intern	\$ 16,685				\$ 15,506	\$ 16,685	\$ 16,685	\$ 16,685	\$15.54 \$17.20 \$18.81 \$20.51 \$22.07
	Administrative Student Intern	\$ 16,685				\$ 15,506	\$ 16,685	\$ 16,685	\$ 16,685	\$15.54 \$17.20 \$18.81 \$20.51 \$22.07
	Administrative Student Intern	\$ 16,685				\$ 15,506	\$ 16,685	\$ 16,685	\$ 16,685	\$15.54 \$17.20 \$18.81 \$20.51 \$22.07
400031	Overtime/Comp Time					\$ 12,000	\$ 5,000	\$ 5,000	\$ 5,000	
*Salary increases for Executive Staff are discretionary in nature. Figures shown represent maximums and are subject to Board or Director approval.										
TOTAL SALARIES AND BENEFITS						\$ 978,953	\$ 1,363,413	\$ 1,457,265	\$ 1,457,265	
Cost Pool and Risk Management:										
400574	General Liability and Worker's Comp					\$ 52,981	\$ 62,330	\$ 68,563	\$ 68,563	Workers Compensation - \$2,748 per employee, General Liability - \$3,485 per employee (combined total \$6,233 per employee.) 10 FTEs FY 18-19
400591	Space at 440 Civic Center Plaza					\$ 52,275	\$ 52,275	\$ 52,275	\$ 52,275	Space at 440 CCP is based on the percentage of total square footage occupied. This percentage is then applied to the total annual debt service. Rent Program is presumed to occupy 0.9% of Civic Center's total square footage. The percentage was applied to the total annual debt service for FY 2016-17 to determine the cost.

		TOTAL ALLOCATED FY 17-18	OPTION A	OPTION B	OPTION C	Comments
400586	Indirect Cost	\$ 51,454	\$ 51,454	\$ 51,454	\$ 51,454	Indirect Costs are charges allocated to City Departments to reimburse the General Fund for administrative services by central service departments (i.e. City Council, City Manager, City Attorney, City Clerk, Finance, HR, etc.) Allocations are determined in the City's cost allocation plan completed by an external consultant. Since the Rent Program dept. is new, it was not included in the current cost allocation plan. Staff recommended using the allocation of a department similar in size. In this case, the City Manager's Office was used as the basis.
400552	Supplemental Liability Insurance Policy (SLIP)	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	General liability policy for the Rent Control program.
Sub-Total Cost Pool + Risk Management		\$ 181,710	\$ 191,059	\$ 197,292	\$ 197,292	
IT Costs						
400220	IT Professional Services and Startup Costs	\$ 29,500	\$ 3,000	\$ 3,000	\$ 3,000	IT Services - Contract with DataTree for property verification data (\$250 per month); Contract with Superior for database development
400601	Annual IT Costs (Including replacement funding)	\$ 18,683	\$20,683	\$21,683	\$21,683	General PC software and costs.
Sub-Total IT Expenses		\$ 48,183	\$ 23,683	\$ 24,683	\$ 24,683	
Legal Costs						
400206	Outside Legal Counsel (Litigation)	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	Outside legal counsel to respond to litigation pertaining to the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance. Previous litigation was dismissed without prejudice on Saturday, May 6, 2017. The budgeted amount reflects estimate for anticipated future litigation.
400206	Rent Program Legal Counsel (Contract)	\$ 160,000	\$ -	\$ -	\$ -	Contract legal services to support the Rent Program Department.
400206	Community Services Agency Contracts	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	Legal services to provide assistance to Tenants that have paid the Maximum Allowable Rent, are being evicted (Unlawful Detainer), and are able to provide evidence that their Landlord is not in compliance with the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance.
Sub-Total Legal Expenses		\$ 430,000	\$ 270,000	\$ 270,000	\$ 270,000	
Professional and Admin Services						

		TOTAL ALLOCATED FY 17-18	OPTION A	OPTION B	OPTION C	Comments
400201	Contractor to focus on Compliance	N/A	\$ -	\$ -	\$ 97,500	Mass-mailing and exemption verification project; issuing correspondence; taking legal action. Assumes \$150/hour for 10-15 hours per week.
400201	Management Partners	\$ 20,000	\$ -	\$ -	\$ -	Professional services and technical assistance to assist with startup program design, processes, and administration. Services are likely to conclude by the end of FY 2017-18.
400201	Additional Subject Matter Experts	\$ 30,000	\$ -	\$ -	\$ -	Contracts with subject matter experts to assist with drafting and reviewing regulations and other Rent Board policies
400201	Contract Hearing Examiner Services	\$ 6,025	\$ 57,000	\$ 57,000	\$ 57,000	Contract attorney to act as a backup hearing examiner in the event there is (1) a conflict of interest between either party and the Staff Hearing Examiner or (2) backup services are needed to adequately handle the volume of petitions submitted in the first operational year of the Hearings Unit. Assumes 6 petitions per fiscal year, 38 hours per petition, at a rate of \$250 per hour.
400201	Mediation Services	\$ 30,000	\$ -	\$ -	\$ -	Contract with mediation service provider
400201	Translation Services	\$ 30,000	\$ 15,000	\$ 15,000	\$ 15,000	Translation services to ensure that all forms and notices are available in both English and Spanish, at a minimum, and for oral translation, as it may be advantageous for administration. Assumes 4,500 words per month @ \$0.14/word and 10 hours of verbal translation per month @ \$50.00/hour.
Sub-Total Professional & Admin		\$ 116,025	\$ 72,000	\$ 72,000	\$ 169,500	
Other Operating Expenses						
400231	Postage & Mailing	\$ 75,000	\$ 50,000	\$ 50,000	\$ 50,000	Costs of mailing include production, printing, proofing, and postage
400233	Copying & Duplicating	\$ 50,000	\$ 5,000	\$ 5,000	\$ 5,000	Bulk printing of materials for public outreach and information.
400304	Copy Machine Rental	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	Cost of rental and maintenance of Xerox machines in 440 Civic Center Plaza.
400322	Miscellaneous Expenses	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	Miscellaneous expenses associated with program development and operations.
400341	Office Supplies and Furniture	\$ 6,000	\$ 21,000	\$ 21,000	\$ 21,000	Cost of general office supplies, timestamp, and office furniture (e.g. desk chairs.)

		TOTAL ALLOCATED FY 17-18	OPTION A	OPTION B	OPTION C	Comments
400344	Computer/Phone Supplies	N/A - New Line Item (previously included in misc expenses)	\$ 6,300	\$ 6,300	\$ 6,300	10 computer monitors @ \$300.00; 8 headsets @ \$379.95; 1 phone setup @ \$200
400272	Community Education	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000	Materials for community workshops and other outreach events.
400242	Mileage	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	Use of City pool car.
400243	Training / Conferences	\$ 15,000	\$ 10,500	\$ 10,500	\$ 10,500	Cost of attending Mediation Training for 7 staff members (\$1,500 per person)
400401	Phone	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	Cell phone for Executive Director.
400262	Books and Educational Materials	\$ 200	\$ 200	\$ 200	\$ 200	Educational and reference materials.
	UC Berkeley Public Service Internship Program Interns	N/A	\$ 3,000	\$ 3,000	\$ 3,000	The Rent Program has partnered with the UC Berkeley Public Service Center to host two interns at the Rent Program Office. The requested financial contribution for the Public Service Internship Program is a \$1,500 stipend per intern for the academic year.
400271	Ad & Promotional materials	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	Posting of community events and other information in publications; use of Canva graphics; Adobe InDesign subscription (\$240 annually)
	Sub-Total Other Operating	\$ 185,400	\$ 125,200	\$ 125,200	\$ 125,200	
	TOTAL OPERATING EXPENSES	\$ 961,318	\$ 681,942	\$ 689,175	\$ 786,675	
	Reserves:					
	Operating Reserve (17%)	\$ 329,846	\$ 347,710	\$ 364,895	\$ 381,470	As recommended by the Government Finance Officers Association (GFOA.)
	Risk Reserve (8%)	\$ 155,222	\$ 163,628	\$ 171,715	\$ 179,515	Risk Management reserve fund.
	Sub-Total Reserves	\$ 485,068	\$ 511,339	\$ 536,610	\$ 560,985	
	GRAND TOTAL	\$ 2,425,339	\$ 2,556,693	\$ 2,683,050	\$ 2,804,925	