

City of Richmond - Rent Program							
Object #	City Account Description	FY 18-19 ACTUALS	FY 19-20 ACTUALS	FY 20-21 ACTUALS	FY 21-22 PROPOSED	FY 22-23 PROPOSED	Notes
REVENUES							
340445	Fees/Admin Fees	2,189,703	2,681,689	2,764,961	2,893,854	3,062,687	(1)
361701	Int & Invest/Pooled-All Other	367	11,537	6,096	14,460	14,000	
364867	Revenue from Collections	133	13,042	24,796	30,000	30,000	
TOTAL REVENUES		2,190,203	2,706,268	2,795,854	2,938,314	3,106,687	
EXPENSES							
400001	Salaries & Wages/Executive	530,092	639,594	649,356	677,798	724,848	(2)
400002	Salaries & Wages/Mgmt-Local 21	294,152	263,080	183,838	284,628	324,846	(2)
400003	Salaries & Wages/Local 1021	128,866	150,317	168,422	169,860	202,332	(2)
400006	Salaries & Wages/PT-Temp	49,557	45,905	32,244	43,036	35,776	(2)
400031	Overtime/General	4,778	2,094	1,312	2,500	2,500	
400048	Other Pay/Bilingual Pay	6,993	9,064	9,719	11,377	11,172	
400049	Other Pay/Auto Allowance	4,200	4,200	4,200	4,200	4,200	
400050	Other Pay/Medical-In Lieu of	2,700	1,500	-	2,400	-	
400079	Comp Absences/WC-Prof-Mgt-Tec	1,486	5,328	-	-	-	
Subtotal - Salaries & Wages		1,022,823	1,121,084	1,049,091	1,195,799	1,305,674	
400103	P-Roll Ben/Medicare Tax-ER Shr	14,937	16,389	15,313	15,992	18,207	(3)
400104	P-Roll Ben/PERS Benefits	-	-	-	-	-	
400105	P-Roll Ben/Health Insurance Be	146,557	136,575	128,611	140,309	232,291	(3)
400106	P-Roll Ben/Dental Insurance	16,652	17,021	17,534	15,508	17,520	(3)
400109	P-Roll Ben/Employee Assistance	430	473	422	464	216	(3)
400110	P-Roll Ben/Professional Dev-Mg	3,728	5,200	1,500	3,750	6,750	(3)
400111	P-Roll Ben/Vision	2,106	2,095	2,049	2,052	2,052	(3)
400112	P-Roll Ben/Life Insurance	5,557	4,006	3,433	3,713	4,139	(3)
400114	P-Roll Ben/Long Term Disabilit	9,408	10,100	9,259	10,076	12,342	(3)
400116	P-Roll Ben/Unemployment Ins	1,860	5,100	4,960	5,730	5,472	(3)
400117	P-Roll Ben/Personal/Prof Dev	750	1,493	1,500	5,250	2,250	(3)
400118	P-Roll Ben/Worker Comp-Injury Appt	-	-	692	359	-	(3)
400121	P-Roll Ben/Worker Comp-Clerica	13,806	12,154	14,541	19,240	24,001	(3)
400122	P-Roll Ben/Worker Comp-Prof	69,352	60,744	74,891	79,290	-	(3)
400127	P-Roll Ben/OPEB	39,338	43,623	42,145	22,763	40,723	(3)
400130	P-Roll Ben/PARS Benefits	642	434	50	94	-	(3)
400149	P-Roll Ben/Misc	123,021	140,616	139,314	151,638	156,287	(3)
400151	P-Roll Ben/Misc (UAL)	162,985	235,683	271,234	271,391	287,268	(3)
Subtotal Fringe Benefits		611,127	691,706	727,447	747,618	809,518	
400201	Prof Svcs/Professional Svcs	32,112	38,241	10,957	18,350	143,455	(4)
400206	Prof Svcs/Legal Serv Cost	137,614	193,742	149,994	210,000	210,000	(5)
400220	Prof Svcs/Info Tech Services	2,375	-	2,142	-	-	
400241	Travel & Trng/Meal Allowance	359	-	-	-	-	
400242	Travel & Trng/Mileage	1,284	17	-	-	-	
400243	Travel & Trng/Conf, Mtng Trng	280	-	-	-	-	
400245	Travel & Trng/Tuition Rmb/Cert	800	800	-	800	800	(6)
400261	Dues & Pub/Memberships & Dues	824	1,590	1,453	1,650	1,650	(7)
400263	Dues & Pub/Subscription	1,500	-	-	-	-	
400271	Ad & Promo/Advertising & Promo Materials	1,559	2,106	1,702	5,675	800	(8)
400272	Ad & Promo/Community Events	1,563	1,722	-	-	-	
400280	Adm Exp/Program Supplies	5,292	1,600	3,432	3,950	5,380	(9)
Subtotal Prof & Admin Services		185,563	239,819	169,680	240,425	362,085	
400231	Off Exp/Postage & Mailing	10,849	5,905	6,528	22,647	17,300	(10)
400232	Off Exp/Printing & Binding	12,071	3,295	3,428	25,807	24,404	(11)
400233	Off Exp/Copying & Duplicating	46	-	236	500	500	
400304	Rental Exp/Equipment Rental	8,721	4,532	2,488	8,000	9,000	(12)
400321	Misc Exp/Misc Contrib	3,000	-	1,500	3,000	2,000	(13)
400322	Misc Exp/Misc Exp	3,061	2,262	-	2,925	2,000	
400341	Off Supp/Office Supplies	8,721	6,024	1,891	6,795	5,000	
400344	Off Supp/Computer Supplies	18	783	-	-	-	
Subtotal Other Operating		46,486	22,801	16,072	69,674	60,204	
400401	Utilities/ Tel & Telegraph	254	414	551	500	500	
400538	Contract Svcs/Other Contract Svcs	-	-	103	-	-	
400552	Prov Fr Ins Loss/Ins Gen Liab	8,029	8,765	9,047	9,300	9,300	
400574	Cost Pool/(ISF)-Gen Liab	55,701	75,144	69,513	79,937	-	(14)
400586	Cost Pool/(CAP)-Admin Charges	51,454	51,454	51,454	52,481	-	(14)
400591	Cost Pool/(IND)/Civic Ctr Alloc	52,420	47,026	50,289	50,286	48,217	
400601	Noncap Asst/Comp Hrdware<5K	-	6,526	-	10,800	-	
400604	Noncap Asst/Furniture <5K	13,328	-	-	-	-	
TOTAL EXPENSES		2,047,186	2,264,738	2,143,246	2,456,820	2,595,497	
OPERATING RESERVE		560,985	424,794	420,821	429,944	467,190	(15)
TOTAL BUDGET		2,804,925	2,923,584	2,896,242	2,886,764	3,062,687	

Notes:

- (1) Assumes a Fiscal Year 2022-23 Rental Housing Fee of \$226 for Fully Covered unit and \$127 for Partially Covered units.
- (2) See page 11 of the budget and fee study report for detailed salary and wage assumptions.
- (3) The Rent Program is seeking the City to cap Total Fringe Benefits at 62% of Total Salaries and Wages.
- (4) Includes \$100,000 for cloud-based solution - IT charge, \$20,000 for consultants - Cost Pool and Fringe Benefits, \$2,205 TRAKIT annual fee, \$4,000 for a property information subscription, \$3,000 for a legal research, subscription, \$8,000 for scheduled interpretation, \$6,000 for written translation, and \$250 for on-demand interpretation services.
- (5) Includes \$125,000 contract with the Eviction Defense Center to assist with Unlawful Detainer cases, \$75,000 for a contract with Bay Area Legal Aid for the weekly Housing Rights Clinics, and \$10,000 for legal filing fees in the event of litigation.
- (6) In accordance with City personnel policies, eligible employees may receive reimbursement of up to \$800 for higher education tuition.
- (7) Anticipated cost of Bar Association dues for three attorneys (\$550 per Attorney).
- (8) Budgeted amount includes funds to satisfy the requirement to publish notices in the newspaper for public hearings as part of the budget adoption process and social media promotions.
- (9) Budgeted amount includes the cost of email accounts for Rent Board Members, business cards, and videoconference/webinar accounts.
- (10) Budgeted amount reflects anticipated postage costs for Rental Housing Fee invoices, tenancy registration mailings, and the Guide to Rent Control.
- (11) Budgeted amount reflects anticipated printing costs for Rental Housing Fee invoices, tenancy registration mailings, and the Guide to Rent Control.
- (12) Lease of copy machines including a cost-per-copy amount. 36-month lease ends in 2022.
- (13) Stipends for UC Berkeley Public Service Center interns, ranging from \$1,000 - \$1,500 per intern.
- (14) Rent Program is working with the City to determine the proper methodology of Cost Pool allocation, new methodology is under review.
- (15) Budgeted reserve is equal to 18 percent of total operating expenses consistent with the Rent Board's proposed Reserve Policy.