



SPECIAL MEETING OF THE RENT BOARD OF THE CITY OF RICHMOND

AGENDA
Tuesday, May 31, 2022

Link to Rent Board Meeting Agendas and Accompanying Materials:
www.ci.richmond.ca.us/3375/Rent-Board

Board Chair
Virginia Finlay

Board Vice Chair
Shiva Mishek

Boardmembers
Alana Grice Conner
Carole Johnson
Michael Vasilas

**ALL BOARDMEMBERS WILL PARTICIPATE VIA VIDEO OR
TELECONFERENCE**

***REFER TO PAGE 2 FOR INSTRUCTIONS ON HOW TO PARTICIPATE
BY COMPUTER, MOBILE DEVICE, OR PHONE AS A MEMBER OF THE PUBLIC***

CORONAVIRUS DISEASE (COVID-19) ADVISORY

PURSUANT to the Governor of the State of California's Assembly Bill 361 and in the interest of the public health and safety, attendance at the City of Richmond Rent Board meeting will be conducted via videoconference and teleconference.

Both <https://www.coronavirus.cchealth.org/> and <http://www.ci.richmond.ca.us/3914/Richmond-Coronavirus-Info> provide updated coronavirus information.

Public comment will be confined to items appearing on the agenda and will be limited to the methods provided below. The following provides information on how the public can participate in this meeting.

How to observe and/or participate in the meeting from home:

By Computer, Tablet, or Mobile Device:

Step 1: Tune in to the videoconference at the following link:

<https://us02web.zoom.us/j/82989912247?pwd=NEdGTFZuekRnWTdzZDFyTINUdmlQdz09>

Step 2: Enter the following password: rentboard

By Telephone:

Step 1: Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799

Step 2: Webinar ID: 829 8991 2247

Step 3: Enter the following passcode: 746008767

International numbers available: <https://us02web.zoom.us/j/82989912247?pwd=NEdGTFZuekRnWTdzZDFyTINUdmlQdz09>

How to make a Public Comment during the meeting:

Members of the public must submit a request to speak during the meeting by sending an email to Rent Board Clerk Cynthia Shaw at cynthia_shaw@ci.richmond.ca.us by **3:00 PM on Tuesday, May 31, 2022**. The request must include the following:

- (a) Your Name
- (b) Your Phone Number
- (c) The Item for which you wish to make a Public Comment

Requests for comments received via email during the meeting and up until the public comment period on the relevant agenda item is closed, will be accommodated as is reasonably possible and will be limited to a maximum of one to two minutes, depending on the number of commenters, as more fully described in the Rent Board meeting procedures below. The City cannot guarantee that its network and/or the site will be uninterrupted.

Accessibility for Individuals with Disabilities

Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to cynthia_shaw@ci.richmond.ca.us or submitted by phone at (510) 620-5552. Requests made by mail to the Rent Program Office, Rent Board meeting, 440 Civic Center Plaza, Suite 200, Richmond, CA 94804 must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

Effect of Advisory on In-Person Public Participation

During the pendency of Assembly Bill 361, the language in this Advisory portion of the agenda supersedes any language below in the meeting procedures contemplating in-person public comment.

NOTICE TO PUBLIC

The City of Richmond encourages community participation at public meetings and has established procedures that are intended to accommodate public input in a timely and time-sensitive way. As a courtesy to all members of the public who wish to participate in Rent Board meetings, please observe the following procedures:

Public Comment on Agenda Items: Persons wishing to speak on a particular item on the agenda shall file a speaker form with City staff PRIOR to the Rent Board's consideration of the item on the agenda. Once the clerk announces the item, only those persons who have previously submitted speaker forms shall be permitted to speak on the item. Each speaker will be allowed up to two minutes to address the Rent Board.

Public Forum: Individuals who would like to address the Rent Board on matters not listed on the agenda or on items remaining on the consent calendar may do so under Public Forum. All speakers must complete and file a speaker's card with City staff prior to the commencement of Public Forum. The amount of time allotted to individual speakers shall be determined based on the number of persons requesting to speak during this item. The time allocation for each speaker will be as follows: 15 or fewer speakers, a maximum of 2 minutes; 16 to 24 speakers, a maximum of 1 and one-half minutes; and 25 or more speakers, a maximum of 1 minute.

Conduct at Meetings: Richmond Rent Board meetings are limited public forums during which the City strives to provide an open, safe atmosphere and promote robust public debate. Members of the public, however, must comply with state law, as well as the City's laws and procedures and may not actually disrupt the orderly conduct of these meetings. The public, for example, may not shout or use amplifying devices, must submit comment cards and speak during their allotted time in order to provide public comment, may not create a physical disturbance, may not speak on matters unrelated to issues within the jurisdiction of the Rent Board or the agenda item at hand, and may not cause immediate threats to public safety.

City Harassment Policy: The City invites public comment and critique about its operations, including comment about the performance of its public officials and employees, at the public meetings of the City Council and boards and commissions. However, discriminatory or harassing comments about or in the presence of City employees, even comments by third parties, may create a hostile work environment, if severe or pervasive. The City prohibits harassment against an applicant, employee, or contractor on the basis of race, religious creed, color, national origin, ancestry, physical disability, medical condition, mental disability, marital status, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, age or veteran status, or any other characteristic protected by federal, state or local law. In order to acknowledge the public's right to comment on City operations at public meetings, which could include comments that violate the City's harassment policy if such comments do not cause an actual disruption under the Council Rules and Procedures, while taking reasonable steps to protect City employees from discrimination and harassment, City Boards and Commissions shall adhere to the following procedures. If any person makes a harassing remark at a public meeting that violates the above City policy prohibiting harassment, the presiding officer of the meeting may, at the conclusion of the speaker's remarks and allotted time: (a) remind the public that the City's Policy Regarding Harassment of its Employees is contained in the written posted agenda; and (b) state that comments in violation of City policy are not condoned by the City and will play no role in City decisions. If any person makes a harassing remark at a public meeting that violates the above City policy, any City employee in the room who is offended by remarks violating the City's policy is excused from attendance at

the meeting. No City employee is compelled to remain in attendance where it appears likely that speakers will make further harassing comments. If an employee leaves a City meeting for this reason, the presiding officer may send a designee to notify any offended employee who has left the meeting when those comments are likely concluded so that the employee may return to the meeting. The presiding officer may remind an employee or any council or board or commission member that he or she may leave the meeting if a remark violating the City's harassment policy is made.

SPECIAL MEETING OF THE RICHMOND RENT BOARD

AGENDA

5:00 PM

A. PLEDGE TO THE FLAG

B. ROLL CALL

C. STATEMENT OF CONFLICT OF INTEREST

D. AGENDA REVIEW

E. PUBLIC FORUM

F. PUBLIC HEARING

- F-1.** (1) RECEIVE a draft Fiscal Year 2022-23 Rent Program budget, corresponding Rental Housing Fee study, and a prior 10-year financial projection and PROVIDE direction to staff; and (2) DETERMINE adoption of the Fiscal Year 2022-23 budget and approval of the fee study consistent with Sections 11.100.060(n) and (l) of the Rent Ordinance.

*Nicolas Traylor
Fred Tran*

G. RENT BOARD AS A WHOLE

- G-1.** DIRECT Rent Program staff to work with City Council Member Jimenez to propose a policy to the City of Richmond City Council that would cap all charges assessed by the City, to special revenue funded departments/agencies, at 30% of current fiscal year budgeted expenditures.

*Nicolas Traylor
Fred Tran*

- G-2.** Staff recommend that the Rent Board authorize replenishing the reserves to a minimum of eighteen percent (18%) of current year budgeted expenditures as described in the Reserve Policy.

*Nicolas Traylor
Fred Tran*

H. REPORTS OF OFFICERS

I. ADJOURNMENT

Tuesday, May 31, 2022

Any documents produced by the City and distributed to a majority of the Rent Board regarding any item on this agenda will be made available at the Rent Program Office located on the second floor of 440 Civic Center Plaza and will be posted at www.richmondrent.org.

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: May 31, 2022

Final Decision Date Deadline: May 31, 2022

STATEMENT OF THE ISSUE: Section 11.100.060(n) of the Rent Ordinance requires that the Board hold a public hearing and adopt an annual budget for the upcoming fiscal year no later than July 1. The annual budget is funded by the Residential Rental Housing Fee, the amount of which is determined by the City Council following a recommendation from the Rent Board. In consideration of this requirement, staff members have prepared a proposed Fiscal Year 2022-23 budget and fee study and provided the Rent Board with a prior 10-year financial projection for its consideration and comment. The purpose of this item is to receive feedback from the Board on the proposed budget and for potential adoption by the July 1 deadline.

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) RECEIVE a draft Fiscal Year 2022-23 Rent Program budget, corresponding Rental Housing Fee study, and a prior 10-year financial projection and PROVIDE direction to staff; and (2) DETERMINE adoption of the Fiscal Year 2022-23 budget and approval of the fee study consistent with Sections 11.100.060(n) and (l) of the Rent Ordinance – Rent Program (Nicolas Traylor/Fred Tran – 620-6564).

AGENDA ITEM NO:

F-1.

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AGENDA REPORT

DATE: May 31, 2022

TO: Chair Finlay and Members of the Rent Board

FROM: Nicolas Traylor, Executive Director
Fred Tran, Deputy Director

SUBJECT: DRAFT FISCAL YEAR 2022-23 BUDGET, FEE STUDY, AND 10-YEAR FINANCIAL PROJECTION

STATEMENT OF THE ISSUE:

Section 11.100.060(n) of the Rent Ordinance requires that the Board hold a public hearing and adopt an annual budget for the upcoming fiscal year no later than July 1. The annual budget is funded by the Residential Rental Housing Fee, the amount of which is determined by the City Council following a recommendation from the Rent Board. In consideration of this requirement, staff members have prepared a proposed Fiscal Year 2022-23 budget and fee study and provided the Rent Board with a prior 10-year financial projection for its consideration and comment. The purpose of this item is to receive feedback from the Board on the proposed budget and for potential adoption by the July 1 deadline.

RECOMMENDED ACTION:

(1) RECEIVE a draft Fiscal Year 2022-23 Rent Program budget, corresponding Rental Housing Fee study, and a prior 10-year financial projection and PROVIDE direction to staff; and (2) DETERMINE adoption of the Fiscal Year 2022-23 budget and approval of the fee study consistent with Sections 11.100.060(n) and (l) of the Rent Ordinance – Rent Program (Nicolas Traylor/Fred Tran – 620-6564).

FISCAL IMPACT:

The proposed budget and Rental Housing Fee study for the 2022-23 fiscal year would authorize \$3,062,687 in expenses and \$3,106,687 in revenue. The Rental Housing Fee for the 2022-23 fiscal year is proposed: \$226 for Fully Covered Rental Units and \$127 for Partially Covered Rental Units.

DISCUSSION:

Proposed Fiscal Year 2022-23 Goals

The proposed Fiscal Year 2022-23 budget has been prepared for the Board's consideration in acknowledgement of the following goals in three broad categories: Program Development, Outreach, and Program Sustainability and Compliance.

PROGRAM DEVELOPMENT:

1. **Continue to invest in staff training and professional development** to ensure staff members are knowledgeable on the requirements of the Rent Ordinance, Rent Board Regulations, and related State and Federal laws.
2. **Continue to develop online services** (e.g., filing system for the submission of Property Enrollment and Tenancy Registration forms, online appointment scheduling system, increasing Zoom counseling sessions, as well as the filing of rent increase and termination of tenancy notices).

OUTREACH:

1. **Increase awareness of the Rent Ordinance** by publicizing and distributing the comprehensive Guide to Rent Control in Richmond and continue to develop online outreach services (e.g., fact sheets, webinars, and podcasts on new pandemic related laws and other common topics such as Just Cause for Eviction, Owner Move-In Evictions, Rent Increases, the Rent Adjustment Petition process, the Ellis Act, and the Relocation Ordinance).
2. **Expand education efforts** through targeted outreach to specific groups, such as (but not limited to) tenants and providers of affordable housing, realtors, monolingual Spanish speaking households, small property owners, and problem properties (those with code violations).
3. **Develop systems to produce** Notices of the Maximum Allowable Rent (MAR) (sent to Landlords and Tenants when Tenancy Registration Forms are submitted), including a database accessible to the public where community members can research the MAR for a particular rental unit.

PROGRAM SUSTAINABILITY AND COMPLIANCE:

1. **Provide highest level of service to the rental community.** To properly administer these services, the Rent Program must continually collect the Rental Housing Fees to support the necessary operations.

ITEM F-1

- 2. Improve and focus on sustainability of the agency.** The success of the Program is tied to the ability to retain, develop, and effectively deploy staff resources in the most effective and efficient manner possible.
- 3. Continue to work collaboratively with other City departments to improve** rental housing inspection options, Richmond’s Rent Assistance Program, enforcement of the Relocation Ordinance, and the collection of other City fees (e.g., Business License Tax, Fire Prevention Services Fee, and Rental Inspection Program fee).
- 4. Continue to develop and refine the Rent Program’s database, transitioning from using the City’s TRAKiT database, to a new database solution** designed to work specifically for the needs of the Rent Program. A more effective and efficient database will allow for more accurate billing, enhancing the Program’s collection rate, and improving the Program’s ability to accurately track lawful rents, Hearing’s decisions, eviction trends, etc. The anticipated long-term impact should be a decrease in overall long-term staff costs, by reducing the number of positions necessary to perform the work of the agency.

Proposed Fiscal Year 2022-23 Budget Summary

The proposed total expenditures for the 2022-23 fiscal year are 6.1% greater than that of the prior year and would fund expenses in the following categories:

Category	Proposed FY 2022-23 Budget
Salaries and Wages	\$1,305,673
Fringe Benefits	\$809,518
Professional and Administrative Services	\$362,085
Cost Pool (Indirect Service Charges, Space at 440 Civic Center Plaza, General Liability)	\$48,217
Other Operating Expenses	\$60,204
Supplemental Liability Insurance Policy (SLIP)	\$9,300
Utilities	\$500
18% Operating Reserve	\$467,190
TOTAL	\$3,062,687

Ten-Year Financial Projection

In February 2020, the Rent Program entered into a contract with Kevin W. Harper CPA and Associates to prepare a 10-year financial projection for the Rent Program and issue recommendations in support of the agency’s goal of achieving long-term financial stability. The 10-year financial projection has been updated to reflect actual expenses and revenues in Fiscal Year 2020-21 as well as those proposed for Fiscal Year 2022-23 and is included in Attachment 1 of this report. The projection also reflects the Rent

Board's direction to (1) maintain a revolving balance of available funds to address potential cash flow shortages at the beginning of each fiscal year, when Rental Housing Fee invoices have yet to be paid; and (2) build financial reserves equivalent to a minimum of 18 percent and maximum of 25 percent of current year operating expenses.

Proposed Fiscal Year 2022-23 Rental Housing Fee Study

Section 11.100.060(l)(1) of the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance ("Rent Ordinance") provides all Landlords shall pay a Residential Rental Housing Fee to fund the Rent Program budget. The amount of the Rental Housing Fee is annually established by the Richmond Rent Board and approved by the City Council.

Under Section 50076 of the California Government Code, fees charged for any service or regulatory activity must not exceed the reasonable cost of providing the service. Those fees must be approved by the City Council, as the legislative body, in public session. Therefore, a fee study is necessary to ensure that the Residential Rental Housing Fee recommended by the Rent Board and charged to Landlords is commensurate to the level of services provided by the Rent Program.

The fee study is designed to allow the Rent Program Department to recover costs of all budgeted operations, including, but not limited to:

- Personnel costs of staff, benefits, and overtime;
- Risk management and supplemental liability insurance plan (SLIP);
- 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.);
- Information Technology (IT) expenses associated with a property and rent-tracking database and maintenance of computer hardware and software;
- Legal costs to support enforcement and defense of legal challenges to the Rent Ordinance;
- Costs of education and outreach, including the printing and distribution of print materials and hosting of community workshops and seminars;
- Contracts for translation and other professional services;
- Mileage and attendance at conferences and trainings; and,
- An operating reserve to fund unanticipated costs and variations in collection of the Rental Housing Fee.

Staff members recommend the Board continue to utilize a tiered-fee approach to the Fiscal Year 2022-23 Rental Housing Fee to ensure the requirements of Section 50076 of the California Government Code are met.

Table 1 contains the fees corresponding to the proposed Fiscal Year 2022-23 budget.

Table 1. Fiscal Year 2022-23 Proposed Budget and Rental Housing Fees

		Proposed for FY 2022-23	Change from FY 2021-22
TOTAL BUDGET:¹		\$3,062,686	+\$175,923 (+6.1%)
Fully Covered Units²	7,665	\$226	+\$8 (+3.5%)
Partially Covered Units (including subsidized units)³	10,485	\$127	+\$4 (+3.4%)
TOTAL REVENUE⁴:		\$3,106,686	\$168,372 (+5.7%)

The table below compares the proposed Fiscal Year 2022-23 Rental Housing Fee to prior year fees.

Table 2. Comparison of Proposed Fiscal Year 2022-23 Rental Housing Fee to Prior Year Fees

Fiscal Year	Fully Covered Rental Units	Partially Covered Rental Units
2017-18	\$145	\$145
2018-19	\$207	\$100 or \$50 (Gov. Subsidized) ⁵
2019-20	\$212	\$112
2020-21	\$219	\$124
2021-22	\$219	\$124
2022-23 (Proposed)	\$226	\$127

Conclusion and Proposed Actions

The proposed 2022-23 budget and fee study reflect the short and long-term goals of the Rent Program and will allow the agency to recover costs of all budgeted operations without increasing the Rental Housing Fee.

¹ Total expenditures include a budgeted reserve equal to 18 percent of proposed expenses

² Includes suspected Fully Covered rental units

³ Includes suspected Partially Covered rental units

⁴ Fees rounded up to the nearest full dollar

⁵ Governmentally Subsidized Rental Units are not segregated from partially covered units. The only year in which that occurred was FY 18'-19'. As the same level of services are offered for both types of Rental Units, they are charged the same Fee.

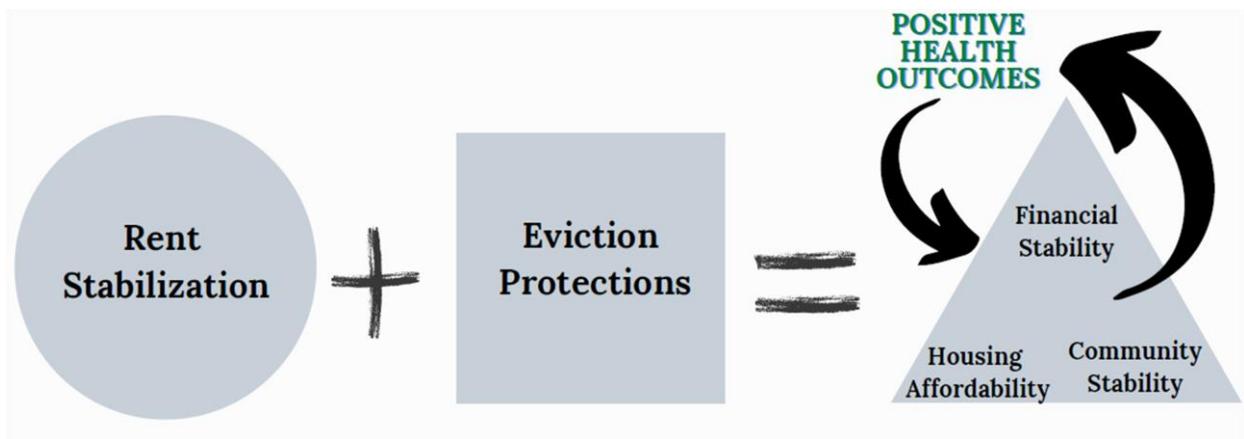
DOCUMENTS ATTACHED:

Attachment 1 – Proposed Fiscal Year 2022-23 Budget and Rental Housing Fee Study

FY 2022-23 BUDGET & RENTAL HOUSING FEE STUDY

CITY OF RICHMOND RENT PROGRAM

PROPOSAL: MAY 31, 2022



City of Richmond Rent Program
440 Civic Center Plaza, Suite 200
Richmond, CA 94804
(510) 234-RENT [7368]
www.richmondrent.org



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ACKNOWLEDGMENTS

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Special Thanks to the below City staff and departments:

IT Department

Sue Hartman
Director

Randall Narron
Senior Programmer

Human Resources Department

Sharrone Taylor
Principal Personnel Analyst

Finance Department

Mubeen Qader
Budget Administrator

Delmy Cuellar
*Finance Manager
(Interim)*

Vrenesia Ward
Sr. Budget Analyst

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I. RENT PROGRAM ORGANIZATION AND GOALS

Mission Statement

The mission of the Rent Program is to promote neighborhood and community stability, healthy housing, and affordability for Richmond Tenants through the regulating of those Landlord/Tenant matters that reasonably relate to rents and evictions, while maintaining a Landlord’s right to a fair return.

Proposed Fiscal Year 2022-23 Organizational Chart and Labor Summary

The Richmond Rent Program was established following the adoption of the Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance (Rent Ordinance) by a majority of Richmond voters in 2016. In accordance with the Rent Ordinance, an Executive Director appointed by a five-member Rent Board comprised of Richmond residents leads the Rent Program.

The following figures illustrate how the proposed staffing plan for the upcoming year compares to prior years. Of particular note is the proposed addition of two new personnel classifications, including that of a General Counsel and a Senior Rent Program Services Analyst, as well as the consolidation of the Public Information and Billing and Registration Units into one combined Public Information and Enrollment Unit (PIE). The rationale for these proposed changes to the organizational chart is described in further detail below. Figure 1 contains the proposed organizational chart for the 2022-23 fiscal year, and Figures 2 and 3 provide a summary of full-time equivalents (FTEs) since Fiscal Year 2020-21.

Figure 1. FY 2022-23 Rent Program Organizational Chart

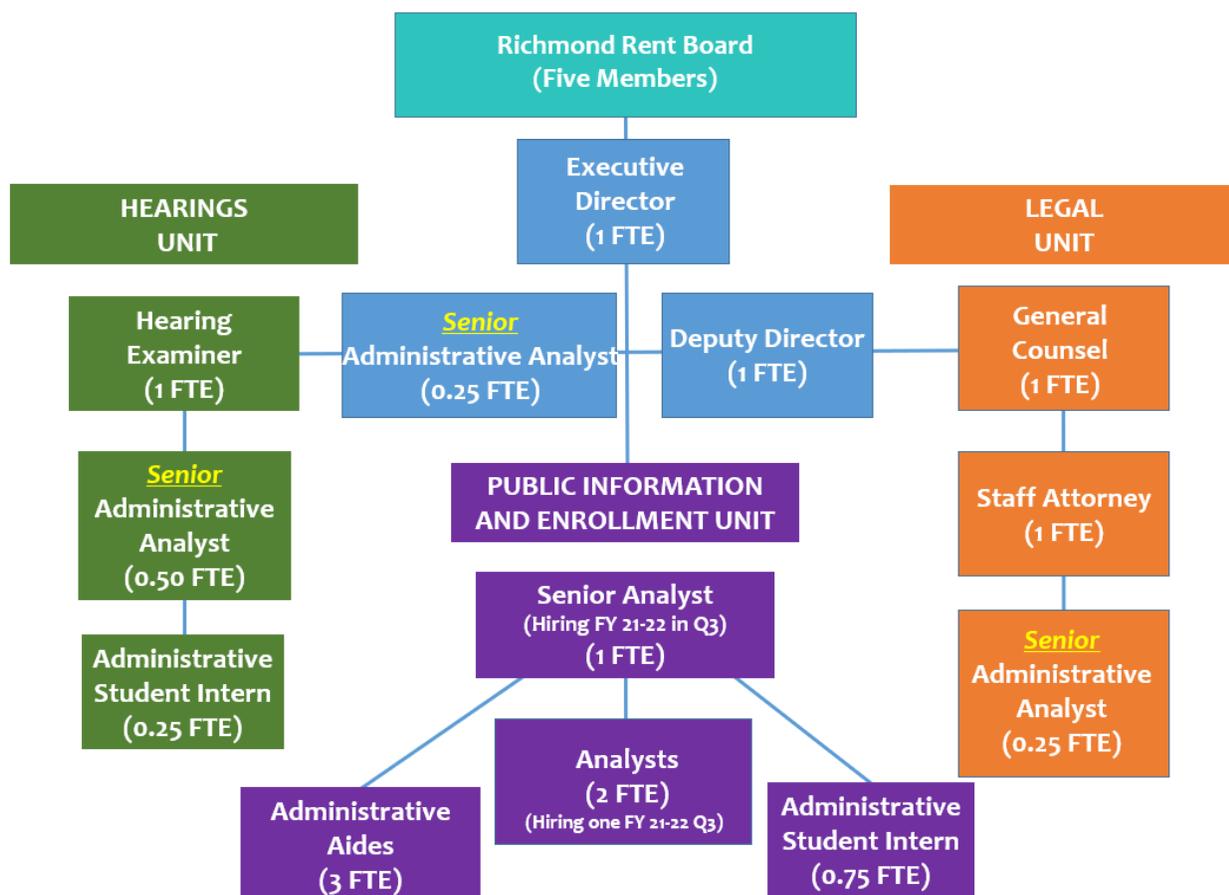


Figure 2. Proposed Fiscal Year 2022-23 Labor Summary

<u>Unit</u>	<u>Authorized Positions 2020/2021</u>	<u>Authorized Positions 2021/2022</u>	<u>Proposed Positions 2022/2023</u>	<u>Amount of Change 21/22 - 22/23</u>
Management	2.25	2.25	2.25	0
Legal	1.75	2.25	2.25	0
Public Information	4.6	N/A	N/A	N/A
Billing & Registration	2.9	N/A	N/A	N/A
Public Information & Enrollment	N/A	6.75	6.75	0
Hearings	1.5	1.75	1.75	0
TOTAL	13	13	13	0

Figure 3. Proposed Fiscal Year 2021-22 Permanent Staff by Classification

<u>Classification</u>	<u>Authorized Positions 2020/2021</u>	<u>Authorized Positions 2021/2022</u>	<u>Proposed Positions 2022/2023</u>	<u>Amount of Change 21/22 - 22/23</u>
Administrative Aide	3	3	3	0
Administrative Student Intern	1	1	1	0
Assistant Administrative Analyst	1	1	0	-1
Deputy Director	1	1	1	0
Executive Director	1	1	1	0
General Counsel	N/A	1	1	0
Hearing Examiner	1	1	1	0
Rent Program Services Analyst I/II	3	2	2	0
Senior Rent Program Services / Administrative Analyst	N/A	1	2	1
Staff Attorney	2	1	1	0
Total	13	13	13	0

Proposed Reclassification for a Senior Administrative Analyst

The proposed Fiscal Year 2022-23 budget includes a reclassification from an Assistant Administrative Analyst position to a Senior Administrative Analyst (1 FTE). The reclassification would require approval from both the Personnel Board and City Council. This role will assist with managing the Hearings Unit, provide administrative support to the Executive Director, and the Legal Unit. This role will receive direction from the Executive Director and oversees the petition process for the Hearings Unit. The Senior Administrative Analyst will also take direction from the General Counsel, Hearing Examiner, and Staff Attorney in a supportive capacity, but does not direct, the legal work of the agency. Furthermore, the position will manage and work closely with all phases of the Rent Board, including the coordination of meetings and communications with all Board Members and the public. This proposed change would not increase the overall number of full-time equivalents (FTEs) employed by the agency.

Consolidation of Public Information and Billing and Registration Units

The organizational chart for Fiscal Year 2021-22 includes a “Public Information and Enrollment Unit” that replaces the existing Public Information and Billing and Registration Units. This new organizational structure is anticipated to be advantageous to the agency for the following reasons:

- **Improved compliance with enrollment, registration, and fee payment requirements**
In their conversations with community members, Rent Program Services Analysts (housing counselors) frequently discover rental units that are not in compliance with

the Rent Program in terms of property enrollment, tenancy registration, and fee payment requirements. Coordination between housing counselors and staff who oversee enrollment, registration, and fee payment operations is important, and the new organizational structure will support closer communication and collaboration to ensure that there is follow up after a rental unit found to be noncompliant.

- **Greater efficiency in serving members of the public**
Distinct units can create unnecessary silos. The Rent Program is a relatively small agency and will be better equipped to face surges in demand or unforeseen circumstances if all Public Information and Enrollment Unit staff have a foundational understanding of both the Rent Ordinance and its requirements, as well as internal policies and procedures regarding property enrollment, tenancy registration, and payment of the Rental Housing Fee. Under the previous organizational structure, staff members in the Billing and Registration Unit would not typically assist with preparation for community workshops, and staff in the Public Information Unit may not have been familiar enough with Billing and Registration processes to fully assist community members with a billing issue. The new proposed structure would provide greater flexibility and redundancy among staff roles.

- **Promotes collaboration on large outreach projects**
With 6.75 FTE, the new consolidated Public Information and Enrollment Unit will be the largest unit in the agency and better able to manage completion of large projects, such as mailing the Guide to Rent Control, rent validation reports, and Rental Housing Fee invoices to thousands of Landlords and Tenants. Mass-mailing projects also present opportunities to share information that community members may not otherwise seek out; for example, mailing of Rental Housing Fee invoices to all Landlords is an opportunity to share information about other aspects of the Rent Ordinance.

Progress Towards the Achievement of Fiscal Year 2021-22 Goals

As part of the Fiscal Year 2022-23 Rent Program budget development process, staff members identified a series of goals that the proposed budget would support. As was the case for the greater City of Richmond and the nation as a whole, the Covid-19 pandemic forced a reconsideration of goals and objectives for the 2021-22 fiscal year. Table 1, on the following page, provides a status update on the goals established for the 2021-22 fiscal year and notes the impacts of the Covid-19 pandemic.

Table 1. Progress towards achievement of Fiscal Year 2021-22 Goals

Fiscal Year 2021-22 Goal	Progress Towards Achievement
Develop a training schedule for Rent Program Services Analysts (but accessible to all staff), to ensure housing counselors remain knowledgeable on the requirements of the Rent Ordinance and apprised of any changes to Rent Board Regulations and related State and Federal laws.	Nearly complete. Rent Program Services Analysts received regular and ongoing support and training from the managing Staff Attorney on the Rent Ordinance and related laws and regulations. Senior staff members provided specific trainings on new regulations and processes as needed. Rent Program Services Analysts provided weekly informational sessions to support staff in the Public Information Unit to keep them apprised of changes to the law and current topics of relevance. Rent Program Services Analysts also develops collateral to communicate updates to the community.
Continue to implement the mediation program to provide free formal and informal mediation services to Landlords and Tenants as a means of resolving disputes that have a reasonable nexus to the Rent Ordinance through the assistance of a trained mediator.	Nearly complete, but significantly impacted by the Covid-19 pandemic, work is ongoing. With mediation guidelines and administrative procedures in place, staff members continue to assess the bandwidth of the Public Information Unit to determine how many mediations may be scheduled per month. The Covid-19 pandemic delayed the process of filling vacancies in the Public Information Unit and eliminated the possibility of in-person mediations. The Executive and Deputy Directors facilitated mediations as necessary, but the mediation program has yet to be fully launched.
Continue to develop an online filing system for the submission of Property Enrollment and Tenancy Registration	Progress is ongoing. Online submission of forms and notices has yet to be fully launched; staff members anticipate systems will continue to be developed in the 2022-23 fiscal

<p>forms, as well as the filing of rent increase and termination of tenancy notices on the City's e-TRAKIT website.</p>	<p>year. There is also consideration to upgrade to more a modern system that is suited for Rent Programs.</p>
<p>Publish and distribute the Guide to Rent Control in Richmond and one-page fact sheets on common topics such as Just Cause for Eviction, Owner Move-In evictions, the Ellis Act, and the Relocation Ordinance.</p>	<p>Nearly complete but significantly impacted by the Covid-19 pandemic. The Guide to Rent Control has been completed and is slated to be distributed to Landlords and Tenants concurrent with the mailing of Rent Validation Reports for Fully Covered Rental Units. Landlords and Tenants of partially-covered Rental Units are anticipated to receive the Guide to Rent Control as well, in the absence of a Rent Validation Report. Originally planned to be completed during the 2020-21 fiscal year, the distribution of such materials was significantly delayed by the transition to remote work necessitated by the Covid-19 pandemic. Staff members anticipate completion of this task during the 2021-22 and 2022-23 fiscal year as the severity of the pandemic decreases and restrictions lessen.</p> <p>One-page fact sheets pertaining to Just Cause for Eviction, Owner Move-In evictions, the Ellis Act, and the Relocation Ordinance have been drafted and are in the process of being displayed on the Rent Program website.</p>
<p>Fiscal Year 2021-22 Goal</p>	<p>Progress Towards Achievement</p>
<p>Develop and Execute a Comprehensive Outreach Plan that includes, but is not limited to, continuing to bolster our social media presence, producing informational, infographic, and/or testimonial videos to highlight aspects of the Rent Ordinance and services provided by the Rent Program and expanding outreach efforts to local businesses, schools, non-profits, neighborhood councils, and other community stakeholders.</p>	<p>Progress is ongoing but was significantly impacted by the Covid-19 pandemic. During the 2020-21 fiscal year, the Executive Director, in partnership with Public Information Unit staff members, spearheaded an outreach strategy to conduct site visits and make connections with local businesses, churches, and community centers. While the initiative gained momentum in the preceding fiscal year, progress was severely stunted in Fiscal Year 2021-22 due to the risks of in-person contact remained during the Covid-19 pandemic. Instead, outreach was primarily conducted through the agency's social media accounts, which proved to be an effective means of sharing information. Informational webinars were conducted, comprehensive fact sheets created, podcasts recorded, and instruction videos were produced to be posted to the Rent Program website.</p>
<p>Launch Tenancy Registration Outreach by beginning to mail out Notices of the Maximum Allowable Rent (MAR) (sent to Landlords and Tenants when Tenancy Registration Forms are submitted) and create a database accessible to the public where community members can research the MAR for a particular Rental Unit.</p>	<p>Progress is ongoing due to the limitations of remote work during the Covid-19 pandemic. Over three-fourths of all rent-controlled tenancies have been registered to date; however, thousands of forms still need to be entered into the database. Billing and Registration unit staff developed template forms and continue to work closely with the City's IT department staff to ensure notices can be automatically generated and mailed to Landlords and Tenants to educate them about the Maximum Allowable Rent for their specific unit. Originally planned to be completed during the 2020-21 fiscal year, generating, and mailing of such reports was significantly delayed by the transition to remote work necessitated by the Covid-19 pandemic. Staff members anticipate initiation of this task during the 2021-22 fiscal year as the severity of the pandemic decreases and restrictions lessen. Staff is also considering a new database to transition the registration online.</p>
<p>Continue to improve collection of the Rental Housing Fee (greater than 90% compliance) through investing in effective compliance and outreach projects to ensure that all Rental Units subject to the Rent Ordinance are assessed the Rental Housing Fee and all Landlords who should be paying the Rental Housing Fee receive an invoice and are made aware of their financial obligation to the Rent Program.</p>	<p>On Track to Complete and compliance is ongoing. Revenue is continuously being collected. Total Rental Housing Fee revenue is projected to approach 80% by the close of the fiscal year.</p>

<p>Continue to work collaboratively with other City Departments to improve rental housing inspection options, seismic safety policy, enforcement of the Relocation Ordinance, the Richmond Rapid Response Fund (R3F) Rent Assistance Program for Displacement and Homelessness Prevention, and the collection of other City fees, such as the Business License Tax, Fire Prevention Services Fee, and Rental Inspection Program fee.</p>	<p>Progress is ongoing. Rent Program staff continue to host monthly meetings with the Richmond Police Department, Code Enforcement, Richmond Housing Authority, and Community Development Department to foster open communication about issues pertaining to the Rent Ordinance. In addition to monthly meetings, staff members in the Public Information and Billing and Registration Unit are frequently in communication with the Finance and Community Development Departments to streamline operations and improve customer service provided to community members by facilitating information sharing and identifying opportunities for collaboration. The Finance Department currently updating their systems to invoice and credit fees for Measure U.</p>
<p>Continue to implement the recommendations provided by Kevin Harper CPA and Associates, including monitoring budgeted versus actual expenses and providing quarterly reports to the Rent Board, updating the Board's 10-year financial projection, and proposing budgetary policies for the Board's consideration.</p>	<p>Ongoing. Rent Program staff completes a variance report and compares budgeted revenues and expenditures monthly. The financing is currently in line with the 10-year financial projection. The Program is requesting to purchase an annual subscription to a system that's custom to the Program's needs. The solution will offer functions of CRM, Billing/Invoice, Interaction Log, Registration, and Petition Management.</p>

Proposed Fiscal Year 2022-23 Goals

The proposed Fiscal Year 2022-23 budget has been prepared for the Board's consideration in acknowledgement of the following goals in three broad categories: Program Development, Outreach, and Program Sustainability and Compliance.

PROGRAM DEVELOPMENT:

1. **Continue to invest in staff training and professional development** to ensure staff members are knowledgeable on the requirements of the Rent Ordinance, Rent Board Regulations, and related State and Federal laws.
2. **Continue to develop online services** (e.g., filing system for the submission of Property Enrollment and Tenancy Registration forms, online appointment scheduling system, increasing Zoom counseling sessions, as well as the filing of rent increase and termination of tenancy notices).

OUTREACH:

1. **Increase awareness of the Rent Ordinance** by publicizing and distributing the comprehensive Guide to Rent Control in Richmond and continue to develop online outreach services (e.g., fact sheets, webinars, and podcasts on new pandemic related laws and other common topics such as Just Cause for Eviction, Owner Move-In Evictions, Rent Increases, the Rent Adjustment Petition process, the Ellis Act, and the Relocation Ordinance).
2. **Expand education efforts** through targeted outreach to specific groups, such as (but not limited to) tenants and providers of affordable housing, realtors, monolingual Spanish speaking households, small property owners, and problem properties (those with code violations).
3. **Develop systems to produce Notices of the Maximum Allowable Rent (MAR)** (sent to Landlords and Tenants when Tenancy Registration Forms are submitted), including a database accessible to the public where community members can research the MAR for a particular rental unit.

PROGRAM SUSTAINABILITY AND COMPLIANCE:

1. **Provide highest level of service to the rental community.** To properly administer these services, the Rent Program must continually collect the Rental Housing Fees to support the necessary operations.
2. **Improve and focus on sustainability of the agency.** The success of the Program is tied to the ability to retain, develop, and effectively deploy staff resources in the most effective and efficient manner possible.
3. **Continue to work collaboratively with other City departments to improve rental housing inspection options,** Richmond's Rent Assistance Program, enforcement of the Relocation Ordinance, and the collection of other City fees (e.g., Business License Tax, Fire Prevention Services Fee, and Rental Inspection Program fee).
4. **Continue to develop and refine the Rent Program's database, transitioning from using the City's TRAKiT database, to a new database solution** designed to work specifically for the needs of the Rent Program. A more effective and efficient database will allow for more accurate billing, enhancing the Program's collection rate, and improving the Program's ability to accurately track lawful rents, Hearing's decisions, eviction trends, etc. The anticipated long-term impact should be a decrease in overall long-term staff costs, by reducing the number of positions necessary to perform the work of the agency.

II. PROPOSED FY 2022-23 BUDGET

The figure below contains the revised Fiscal Year 2022-23 budget based on feedback provided by the Rent Board at its May 31, 2022, Special meeting. Detailed descriptions of the components within each line item are contained in the sections that follow.

BUDGET							
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	

Budget Notes

- (1) Assumes a Fiscal Year 2021-22 Rental Housing Fee of \$226 for Fully Covered units and \$127 for Partially Covered units.
- (2) See page 11 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 to complete Cost Pool and Fringe Benefits analysis, \$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, social media promotions, and promotional materials.
- (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 2 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.

SALARIES AND WAGES	
400001 – 400006 Permanent Employees	Proposed Allocation: \$1,287,802

The allocation reflects salary-related costs for all filled positions and includes a cost-of-living adjustment (COLA) for all non-exempt staff as set forth in the collective bargaining agreements with the City’s employee unions. The Deputy Director and General Counsel positions are proposed to forfeit cost-of-living adjustments in Fiscal Year 2022-23.

Position	Fiscal Year 2021-22 Salary	Fiscal Year 2022-23 Salary	Notes
Executive Director	\$153,336	\$165,603	COLA for prior 3 fiscal years
Hearing Examiner	\$145,380	\$149,596	COLA - partial
General Counsel (<i>formerly Staff Attorney</i>)	\$145,380	\$152,649	Reclassified from Staff Attorney – December 2021
Deputy Director	\$120,000	\$140,000	Hired August 2021
Staff Attorney	\$113,702	\$117,000	COLA - partial
Subtotal Executive Staff	\$677,798	\$724,848	
Rent Program Services Analyst II	\$92,208	\$83,724	Budgeted at Step 3 of Analyst II
Senior Administrative Analyst (<i>pending Personnel Board and Council approval; budgeted amount reflects 50% Senior Administrative Analyst salary schedule, Step I</i>)	\$74,244	\$80,982	Reclassification from Assistant Administrative Analyst: Third Quarter
Rent Program Services Analyst I	\$70,968	\$74,244	Budgeted at Step 5 of Analyst II
Senior Analyst (<i>Personnel Board and Council approved FY2021-22; budgeted amount reflects Senior Management Analyst salary schedule</i>)	\$47,208 (50% annual salary)	\$85,896	Reallocate from Rent Program Services Analyst and reclassify as Senior Analyst
Subtotal Local 21 Management Staff	\$284,628	\$324,846	
Administrative Aide	\$70,476	\$70,476	
Administrative Aide	\$32,160 (50% annual salary)	\$61,380	Hire March 2022
Administrative Aide	\$67,224	\$70,476	Anticipated to receive regular step increase
Subtotal SEIU 1021 Staff	\$169,860	\$202,332	
Administrative Student Intern	\$21,518	\$17,888	
Administrative Student Intern	\$21,518	\$17,888	
Subtotal Part Time/Temp Staff	\$43,036	\$35,776	
TOTAL SALARIES	\$1,175,322	\$1,287,802	

SALARIES AND WAGES	
400031 Overtime	Proposed Allocation: \$2,500

The allocation accounts for \$2,500 for the Public Information and Enrollment Unit for work that cannot be completed during regularly scheduled hours. Most overtime hours are anticipated to be incurred during billing and registration periods, when there is a high volume of inquiries and thousands of mailers to print and assemble. The proposed allocation also accounts for overtime hours utilized during weekend or evening outreach events.

SALARIES AND WAGES	
400048 Bilingual Pay	Proposed Allocation: \$11,172

The allocation accounts for the two percent (2%) salary premium granted to seven (6) bilingual staff members employed by the Rent Program. These staff members include:

- Staff Attorney (1 FTE)
- Hearing Examiner (1 FTE)
- Rent Program Services Analysts (1 FTE)
- Senior Rent Program Services Analyst (1 FTE)
- Administrative Aides (2 FTE)

SALARIES AND WAGES	
400049 Auto Allowance	Proposed Allocation: \$4,200

The allocation accounts for an automobile allowance for the Executive Director, in the amount of \$350 per month.

BENEFITS	
400103 - 400151 Fringe Benefits	Proposed Allocation: \$809,518

The allocation accounts for benefits provided to full-time employees. Individual plan changes and/or actual rate changes during the fiscal year may affect the amount actually expended.

These benefits include:

- Health Benefits
 - Health Insurance (\$232,291)
 - Dental Insurance (\$17,520)

- Vision Insurance (\$2,052)
- Employee Assistance Program (\$216)
- Professional Development funds – 9 permanent employees are eligible for reimbursement of up to \$750 for eligible expenses (\$6,750)
- Medicare Taxes (\$18,207)
- Life Insurance (\$4,139)
- Long-Term Disability Insurance (\$12,342)
- Unemployment Insurance (\$5,472)
- Workers’ Comp Insurance¹
 - Clerical staff (\$24,001)
 - Professional staff (\$0)
- Other Post-Employment Benefits (OPEB) (\$40,723)²
- Public Agency Retirement System (PARS) Benefits (\$102)
- Miscellaneous Benefits (\$443,555)³

PROFESSIONAL AND ADMINISTRATIVE SERVICES	
400201 Professional Services	Proposed Allocation: \$143,455

The allocation accounts for professional services provided by contractors. These services include:

- Cloud-based Solution suited for the Program’s critical needs and goals. The system will improve the efficiency, accuracy, and reliability of the critical data. The available modules consist of a CRM/Database to store all the rental unit data such as property addresses, landlord information, and activity/interaction log, which would include the history and summary of all submissions and notices filed with the Rent Program. The system would also integrate billing/invoicing. This will also allow online submissions of Property Enrollment forms, Tenancy Registration forms, and Rent Adjustment petitions.

¹ The Rent Program is seeking for the City to cap Total Fringe Benefits at 62% of Total Salaries and Wages. No charge will be included in the budget for Worker’s Compensation for Professional staff and Worker’s Compensation for Clerical staff had been adjust for the cap.

² According to the California Department of Human Resources, through the collective bargaining process and under the authority of Government Code 22944.5, OPEB (Other Post-Employment Benefits) is the method by which the State of California, as the employer, and its employees jointly prefund health benefits that active employees will receive as state retirees. All employees in positions that are eligible for health benefits, whether or not currently enrolled, prefund OPEB. The state prefunds a matching contribution.

³ Miscellaneous benefits refer to the employer portion of CalPERS pension costs for miscellaneous (non-sworn) staff. CalPERS costs are remitted in two parts—one being a percentage of payroll each pay period (object code 400149) and the other being a flat dollar amount per FTE for the unfunded liability (object code 400151). CalPERS provides an annual valuation report that specifies these rates/dollar amounts.

Finally, the solution will allow for comprehensive counseling and petition case management. Start-up costs and first year annual subscription (estimate \$100,000).

- Consultants to review and analyze Cost Pool Allocation methodology provided by the City. A proper mechanism for charging overhead costs to the Rent Program needs to be established for the administrative support provided by the City of Richmond. The Rent Program and City will mutually solicit a new consultant to prepare a separate joint study to be used for cost allocation between the two parties (estimated \$20,000).
- Translation Services
 - Written translation (\$8,000)
 - Scheduled verbal interpretation (\$6,000)
 - On-demand verbal interpretation (\$250)
- Property Information subscription (\$250 per month, plus \$1,000 annually for special reports, for a total of \$4,000)
- Legal Information subscription (\$250 per month, for a total of \$3,000)
- TRAKiT End User license for Citywide database (\$2,205)

PROFESSIONAL AND ADMINISTRATIVE SERVICES	
400206 Legal Services	Proposed Allocation: \$210,000

The allocation accounts for legal services provided by contractors for community members. More specifically, the allocation includes funds for two categories of legal services:

1. Community Services Agency Contracts
 - The Rent Program contracts with Bay Area Legal Aid in the amount of \$75,000 to offer weekly legal service clinics for both Landlords and Tenants who are Richmond residents
 - The Rent Program contracts with the Eviction Defense Center in the amount of \$125,000 to provide legal referrals to individuals who need assistance with responding to Unlawful Detainer (eviction) lawsuits.
2. Legal costs
 - The additional costs for legal filing fees in the event of litigation.

TRAVEL AND TRAINING	
400245 Tuition Reimbursement	Proposed Allocation: \$800

The allocation accounts for reimbursement for tuition reimbursement, consistent with the City's personnel policies (\$800).

DUES AND PUBLICATIONS	
400261 Memberships & Dues	Proposed Allocation: \$1,650

The allocation accounts for California BAR Association dues for three attorneys (\$550 per attorney).

ADVERTISING AND PROMOTION	
400271 Advertising & Promotional Materials	Proposed Allocation: \$800

The allocation accounts for newspaper announcements as required as part of the budget adoption process (\$200) and monthly promotion on social media accounts (\$600).

ADMINISTRATIVE EXPENSES	
400280 Program Supplies	Proposed Allocation: \$5,380

The allocation includes funds for supplies not classified as office supplies, including:

- Emails for Rent Board Members (\$100 per month, for a total cost of \$1,200)
- Business cards for staff members (\$50 per order, for an estimated 12 orders, for a total cost of \$600)
- Zoom Accounts
 - 8 Standard Accounts (\$1,313)
 - 3 Webinar Accounts (\$2,267)

OFFICE EXPENSES	
400231 Postage and Mailing	Proposed Allocation: \$17,300

The allocation includes funds for mailing invoices, letters, and the Guide to Rent Control to Tenants and Landlords. Specifically, the allocation accounts for the following projects and assumes a postage rate of \$0.58 per envelope for all projects, with the exception of the Guide to Rent Control mailing, which assumes a postage rate of \$0.50 per envelope:

- Rental Housing Fee invoices to 5,716 Landlords: \$3,315
- Late Rental Housing Fee invoices to 1,905 Landlords: \$1,105
- Sending the Notice of Apparent Lawful Rent Ceiling to 1,000 Tenants and Landlords: \$580
- Sending Rent Validation Reports to 1,000 Tenants and Landlords: \$580
- Mailing the Guide to Rent Control to 23,439 Tenants and Landlords: \$11,719

OFFICE EXPENSES	
400232 – 400233 Printing and Binding	Proposed Allocation: \$24,904

The allocation includes funds for printing resources for community members, as well as invoices, letters, and the Guide to Rent Control for Tenants and Landlords. Specifically, the allocation accounts for the following projects:

- General print materials: \$4,000 (includes \$500 in account string 400233)
- Rental Housing Fee invoices to 5,716 Landlords: \$286
- Late Rental Housing Fee invoices to 1,905 Landlords: \$95
- Printing the Notice of Apparent Lawful Rent Ceiling for 1,000 Tenants and Landlords: \$50
- Printing Rent Validation Reports for 1,000 Tenants and Landlords: \$50
- Printing the Guide to Rent Control for 23,439 Tenants and Landlords: \$19,923

OFFICE EXPENSES	
400304 Equipment Rental	Proposed Allocation: \$9,000

The allocation provides for funding for the lease of combination printers, scanners, copiers, and fax machines at City Hall. In 2019, the Rent Program, in partnership with the Richmond Promise, Arts and Culture, and Department of Infrastructure, Maintenance, and Operations, entered into a 36-month lease for two machines for the second floor of 440 Civic Center Plaza building. The cost of the lease is shared equally among participating entities, while the cost-per-copy is charged to each entity. The cost to the Rent Program is approximately \$666 per month, which includes \$558 for the lease of two machines and approximately \$108 for cost-per-copy charges (\$0.0055 per page for black and white copies; \$0.048 for color.)

MISCELLANEOUS EXPENSES	
400321 - 400322 Miscellaneous Contributions and Expenses	Proposed Allocation: \$4,000

The allocation provides for the Rent Program to continue to partner with the UC Berkeley Public Service Center to retain a student intern for the 2021-22 academic year. The estimated cost is approximately \$2,000 per intern. The allocation also includes \$2,000 for miscellaneous expenses based on minor unforeseen program needs throughout the year.

OFFICE SUPPLIES	
400341 Office Supplies	Proposed Allocation: \$5,000

The Rent Program purchases office supplies through the City’s purchasing division which contracts with an office supply vendor. This allocation covers traditional office supplies necessary to maintain daily professional operations.

UTILITIES	
400401 Telephone	Proposed Allocation: \$500

The allocation covers the cost of the Executive Director’s work cell phone service. During the Covid-19 pandemic, the Executive Director’s cell phone has been utilized by program staff to handle incoming calls to the main Rent Program phone line.

SUPPLEMENTAL INSURANCE	
400552 General Liability Insurance	Proposed Allocation: \$9,300

The allocation covers the cost of a supplemental liability insurance policy (SLIP) for the Rent Program. More specifically, the policy accounts for Errors and Omissions and General Liability coverage.

COST POOL	
400574 – 400591 General Liability, Admin Charges, Space	Proposed Allocation: \$48,217

The allocation covers General Liability, Administrative Charges, and space at City Hall for the Rent Program.

The Rent Program has been in discussions with the City of Richmond to evaluate the new methodology and accuracy of the allocation that covers General Liability and Administrative Charges. Staff reviewed the allocation for General Liability and Administrative Charges from the Finance (Budget) Department since being advised by the Finance Department that the Cost Pool amounts were anticipated to increase significantly.

The City’s new methodology must align with California law which requires fees charged for any service or regulatory activity must not exceed the reasonable cost of providing the service of the Rent Program.

Rent Program leadership are engaged in on-going discussions with the City Attorney’s, City Manager, Human Resources, and Finance Department regarding the budgeted Cost Pool and Fringe Benefits amounts. Rent Program staff have reached a tentative solution and understanding with the City to hire consultants to review and analyze the Cost Pool Allocation methodology provided by the City. A proper mechanism for charging overhead costs to the Rent Program needs to be established for the administrative support provided by the City of Richmond. The Rent Program and City will mutually solicit a new consultant to prepare a separate joint study to be used for cost allocation between the two parties (Professional Services estimated \$20,000).

- **General Liability and Workers' Compensation** at a total cost of \$0. The City's new methodology must align to Section 50076 of the California Government Code which requires fees charged for any service or regulatory activity must not exceed the reasonable cost of providing the service of the Rent Program. Until this methodology has been researched and validated by consultants hired jointly with the City, no charge will be included in the budget.
- **Administrative Charges (previously referred to as "Indirect Costs")** are allocated to City Departments to reimburse the General Fund for administrative services performed by central service departments (e.g. Information Technology (IT), Human Resources, Finance Department, City Manager, City Attorney, City Clerk, and City Council.) Allocations are determined in the City's Cost Allocation Plan (CAP) which is conducted by an external consultant on a periodic basis. The Rent Program was not included in the most recent Cost Allocation Plan. The City Manager's Office was used as the basis for the original figure in prior years. The new CAP was conducted by NBS, and the latest report dated April 25, 2022, requires further research and validation on the consultant's findings. The City's new methodology must align to Section 50076 of the California Government Code which requires fees charged for any service or regulatory activity must not exceed the reasonable cost of providing the service of the Rent Program. Until this methodology has been researched and validated by consultants hired jointly with the City, no charge will be included in the budget. The cost allocated in the budget is \$0.
- **Civic Center Allocation** refers to the cost of space at 440 Civic Center Plaza. The cost of this space is based on the percentage of total occupied square footage at City Hall. This percentage is then applied to the total annual debt service. Based on the most recent assessment conducted in 2017, the Rent Program is presumed to occupy 0.9% of the total square footage at City Hall. Since the Rent Program's square footage has increased each year since 2017, the budgeted allocation has increased accordingly. The City anticipates conducting a new assessment in the near future, and as such, the cost of these charges may increase or decrease depending on their findings. The cost allocated in the budget is \$48,217.

III. EXPENSE AND REVENUE PROJECTIONS

Overview

In accordance with the Rent Ordinance, the Rent Program’s budget is funded by a Residential Rental Housing Fee, paid by all Richmond Landlords. Table 2, below, contains a summary of funds expended and collected for departmental operations since the Program’s establishment in 2017. Collection efforts for all assessed fees are ongoing. In 2019, the Rent Board entered into a contract with a collection services agency to recover unpaid fees. To date, the agency has collected approximately \$50,000 in outstanding fee revenue. This figure is expected to grow as collection efforts continue.

Table 2. Expense and Revenue Summary

FISCAL YEAR	BUDGETED AMOUNT	FUNDS EXPENDED	FEE REVENUE COLLECTED ⁴	COLLECTION RATE
2017-18 ⁵	FY 16-17 (partial): \$1,150,433	\$1,967,834	\$2,753,351 ⁶	77%
	FY 17-18: \$2,425,338			
2018-19	\$2,804,925	\$2,047,186	\$2,192,672	78%
2019-20	\$2,923,584	\$2,264,738	\$2,684,140	92%
2020-21	\$2,896,242	\$2,137,638	\$2,778,234	96%
2021-22	\$2,893,854	\$2,178,419 ⁷	\$2,362,626 ⁸	80% ⁹ + PROJECTED

Source: City of Richmond Rent Program, 2022 (reports generated using eTRAKiIT and MUNIS software systems.)

10-Year Financial Projection

A ten-year financial projection of revenue, expenses, and reserves is contained in Appendix B of this report. The projected Rental Housing Fee collection rate for the 2021-22 fiscal year is expected to be above 80 percent. There may be a slight decrease in the collection rate from prior years primarily attributable to the challenges posed by the Covid-19 pandemic. Not only have many property owners experienced financial hardship because of the effects of the pandemic, but the Rent Program and City of Richmond’s ability to collect revenue has also been negatively impacted by the shift to remote work, which has significantly reduced staff time in the office and eliminated the possibility for property owners to pay the Rental Housing Fee in person at City Hall.

⁴ Includes revenue collected by the collection agency.

⁵ Includes the FY 2016-17 Rental Housing Fee (December 2016 – June 2017)

⁶ Includes revenue collected in FY 2017-18 for both the FY 2016-17 and FY 2017-18 fees.

⁷ Represents projected total expenses through the end of FY 2021-22.

⁸ Represents projected total revenues through the end of FY 2021-22, excluding interest.

⁹ Represents a collection rate based on projected expenses and revenues through the end of FY 2021-22.

IV. FISCAL YEAR 2022-23 RENTAL HOUSING FEE STUDY

Introduction and Background

Section 11.100.060(l)(1) of the Rent Ordinance provides all Landlords shall pay a Residential Rental Housing Fee to fund the Rent Program budget. The amount of the Rental Housing Fee is established annually by the Richmond Rent Board and approved by the City Council.

Under Section 50076 of the California Government Code, fees charged for any service or regulatory activity must not exceed the reasonable cost of providing the service. Those fees must be approved by the City Council, as the legislative body, in public session.

The fee study is designed to allow the Rent Program to recover costs of all budgeted operations, including, but not limited to:

- Personnel costs of staff, benefits, and overtime;
- Risk management of general and supplemental liability insurance;
- 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.);
- Information Technology (IT) expenses associated with a property and rent-tracking database and maintenance of computer hardware and software;
- Legal costs to support enforcement and defense of legal challenges to the Rent Ordinance;
- Costs of education and outreach, including the printing and distribution of print materials and hosting of community workshops and seminars;
- Contracts for translation and other professional services;
- An operating reserve to fund unanticipated costs and variations in collection of the Rental Housing Fee.

Structure of the Rental Housing Fee

Consistent with direction from the Rent Board in 2017, its first year of existence, the Fiscal Year 2016-17 and FY 2017-18 Rental Housing Fees were established as “flat fees,” applicable to all units regardless of partial or full applicability under the Rent Ordinance. This approach was utilized during the first 1.5 years of program startup since the tasks and associated benefits of the agency’s startup were reasonably shared among Rental Units regardless of status.

For the 2018-19 Fiscal Year, the Rent Board adopted a tiered fee, much like that contemplated in the [2017 Fee Study](#) prepared by Management Partners. Under this approach, costs of program administration are allocated among three components or layers: a general “program” layer (calculated at 55% of costs), a “just cause” layer (20% of total costs), and a “rent control” layer (25% of costs). Such allocations correspond with the

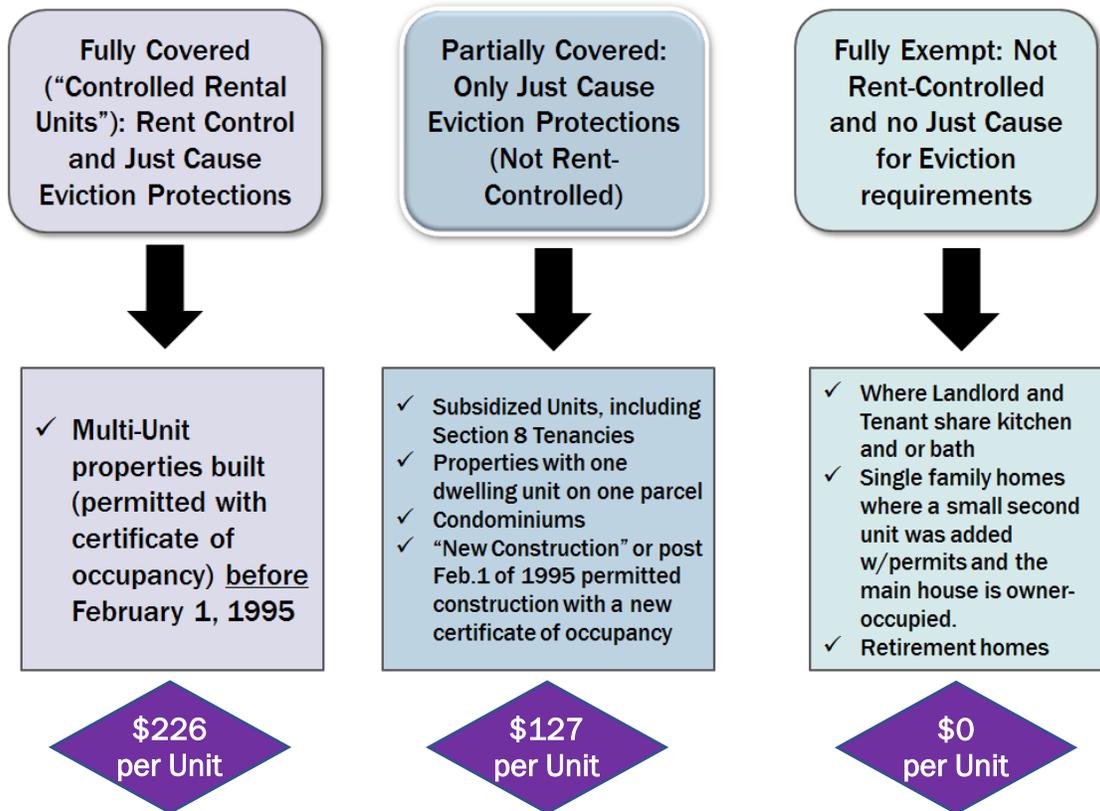
amount of resources spent administering each component of the program. Staff members recommend the Board continue to utilize a tiered-fee approach in its determination of the Fiscal Year 2022-23 Rental Housing Fee to ensure the requirements of Section 50076 of the California Government Code are met. The figure on the following page illustrates this concept and identifies key example tasks associated with each program component. This list is not exhaustive; the tasks below are identified for illustrative purposes only.

Figure 2. Fee Layers and Associated Tasks



The amount of the Rental Housing Fee applicable to a particular Rental Unit depends on its status. Units applicable to the Just Cause for Eviction requirements but exempt from the Rent Control provisions of the Ordinance (such as properties with only one dwelling unit on the parcel, governmentally subsidized units, condominiums, and permitted units built after February 1, 1995), are responsible for payment of Program and Just Cause for Eviction layers. Units subject to the Just Cause for Eviction and Rent Control provisions of the Rent Ordinance would be responsible for payment of all three layers. Units that are fully exempt from the Rent Ordinance are not responsible for payment of the Rental Housing Fee. Figure 3, below, identifies the types of units within each of these categories and the proposed fee.

Figure 3. Proposed Fees Applicable to Fully Covered, Partially Covered, and Fully Exempt Rental Units



Applicable Unit Counts and Database Development

The number of applicable Rental Units within each category is a critical input in the calculation of the Rental Housing Fees for partially and Fully Covered units. The Fiscal Year 2016-17 and 2017-18 Fee Study utilized data provided by the Contra Costa County Assessor's Office to identify suspected Rental Units. While County Assessor data may be used to arrive at an estimated number of total Rental Units, it cannot produce an exact figure. Nevertheless, County Assessor data was the best and most readily available data at the time of the Fiscal Year 2016-17 and 2017-18 Fee Study.

Since the first iteration of the Rental Housing Fee Study in Fiscal Year 2017-18, staff have continued to refine the database of Rental Units in the City of Richmond, most notably through the completion of an exemption verification project of single-family homes in the City to accurately identify units that are truly rented. This project involved mailing an introductory letter and policy information to all single-family homes and condominiums possessing one of the following characteristics in the County Assessor database:

(1) No Homeowner's Tax Exemption was claimed

(2) The site address of the property did not match the owner on record's mailing address

Approximately 15,500 properties met the above criteria. To confirm applicability under the Rent Ordinance, Rent Program staff members mailed information about the requirements of the Rent Ordinance to all the owners of properties that met the criteria above. Owners of

properties in the City of Richmond that did not contain any Rental Units (for example, owners of condominiums that are owner-occupied) were required to complete and submit a Declaration of Owner Occupancy and/or Exemption form and submit documentation to allow staff members to approve the exemption. Rent Program staff members received and processed approximately 1,731 Declaration of Owner Occupancy and/or Exemption forms.

Additional sources of data, including the identification of Rental Units not identified in the previous fee study, include:

- Rental Units enrolled in the Rent Program online at www.richmondrent.org/enroll
- Rental Units identified by the Rental Inspection Program
- Rental Units participating in the Section 8 Housing Choice Voucher Program
- Rental Units with an active business license
- Rental Units in subsidized housing developments, such as those built with Low Income Housing Tax Credits (LIHTC), based on the [inventory of deed-restricted affordable housing](#) prepared by Rent Program staff members in 2017
- Unknown Rental Units identified through Tenant inquiries and other sources to the Rent Program

Since the adoption of last year's Rental Housing Fee, staff members have continued to refine the database of Rental Units through processing of Property Enrollment and Owner Declaration forms. These processes have further unveiled suspected Rental Units that are not truly rented, decreasing the total number of applicable Rental Units among which the Rent Program budget is divided to calculate the Rental Housing Fee. For example, the processing of Property Enrollment forms has unearthed many multifamily properties where an owner may occupy one unit. In such case, the status of a unit would be changed from "Compliant" or "Noncompliant" [Partially or Fully Covered Rental Unit] to "Owner Occupied." The table on the following page summarizes these changes as of February 2021. In total, records indicate that the Rent Program is aware of 18,150 Rental Units applicable to the Rent Ordinance.

According to the 2019 American Community Survey (Table DP04), the number of renter-occupied housing units in Richmond is reported as 20,467 units, with a margin of error of 1,767. The American Community Survey is a sample, not a complete count, which is why the margin of error is reported. This means that there is estimated to be between 18,700 and 22,234 renter-occupied housing units in Richmond. **This data suggests that there could be at least one thousand Rental Units absent from the Rent Program's database.** Rent Program staff are committed to dedicating resources to compliance and outreach projects to ensure that all Rental Units subject to the Rent Ordinance are assessed the Rental Housing Fee and all Landlords who should be paying the Rental Housing Fee receive an invoice and are made aware of their financial obligation to the Rent Program.

Table 3. Unit Status Counts, 2020 – 2022

NOTE: These numbers are continuously being verified and all figures are subject to change.

STATUS	2020 TOTAL	2021 TOTAL	2022 TOTAL	CHANGE BETWEEN 2021 AND 2022
SUSPECTED FULLY COVERED RENTAL UNITS	8	31	33	+2
FULLY COVERED RENTAL UNITS	7,425	7,484	7,632	+148
SUBTOTAL – FULLY COVERED UNITS	7,433	7,515	7,665	+150
SUSPECTED PARTIALLY COVERED RENTAL UNITS (EXCLUDING GOV SUBSIDIZED RENTAL UNITS)	120	203	124	-79
PARTIALLY COVERED RENTAL UNITS (EXCLUDING GOV SUBSIDIZED RENTAL UNITS)	5,568	5,497	5,863	+366
SUBTOTAL – PARTIALLY COVERED UNITS (EXCLUDING GOV SUBSIDIZED RENTAL UNITS)	5,688	5,700	5,987	+287
SUBTOTAL - GOVERNMENTALLY SUBSIDIZED RENTAL UNITS	4,512	4,508	4,498	-10
TOTAL APPLICABLE UNITS	17,633	17,723	18,150	+277
OWNER OCCUPIED	5,463	5,625	5,759	+134
RENT FREE	250	259	250	-9
NOT AVAILABLE FOR RENT	317	315	265	-50
NOT APPLICABLE ¹⁰	682	805	533	-272
TOTAL NON-APPLICABLE OR CONDITIONALLY EXEMPT UNITS	6,712	7,004	6,807	-197

Rental Housing Fees Associated with Proposed FY 2022-23 Budget

Table 4, below, present the fees corresponding to the proposed Fiscal Year 2022-23 budget:

Table 4. Fiscal Year 2022-23 Proposed Budget and Rental Housing Fees

UNIT COUNTS		PROPOSED FY 2022-23	CHANGE FROM FY 2022 TO 2023
TOTAL BUDGET ¹¹		\$3,062,686	+\$175,923 (+6.1%)
FULLY COVERED UNITS ¹²	7,665	\$226	+\$8 (+3.5%)
PARTIALLY COVERED UNITS (INCLUDING SUBSIDIZED UNITS) ¹³	10,485	\$127	+\$4 (+3.4%)
TOTAL REVENUE ¹⁴		\$3,106,686	+\$168,372 (+5.7%)

Comparison to Previously Adopted Rental Housing Fee and Peer Jurisdictions

On May 4, 2021, the Richmond City Council adopted [Resolution 65-20](#), approving the Fiscal Year 2021-22 Residential Rental Housing Fee in the City’s master fee schedule of \$218 per Controlled Rental Unit and \$123 per Partially Covered Rental Unit. Table 5, below, contains a historical comparison of the Residential Rental Housing Fees charged in previous years.

Table 5. Comparison of Proposed FY 2022-23 Rental Housing Fee to Prior Year Fees

FISCAL YEAR	FULLY COVERED RENTAL UNITS	PARTIALLY COVERED RENTAL UNITS	GOVERNMENTALLY SUBSIDIZED RENTAL UNITS ¹⁵
2017-18	\$145	\$145	N/A
2018-19	\$207	\$100	\$50
2019-20	\$212	\$112	N/A
2020-21	\$219	\$124	N/A
2021-22	\$218	\$123	N/A
2022-23 (Proposed)	\$226	\$127	N/A

¹¹ Total expenditures include a budgeted reserve equal to 18 percent of proposed expenses

¹² Includes suspected Fully Covered Rental Units

¹³ Includes suspected Partially Covered Rental Units

¹⁴ Fees rounded to the nearest full dollar; includes revenue from collections agency and interest

¹⁵ Governmentally Subsidized Rental Units are not segregated from partially covered units. The only year in which that occurred was FY 18'-19'. As the same level of services are offered for both types of Rental Units, they are charged the same Fee.

Table 6 compiled by the Richmond Rent Program on this page compares the proposed Rental Housing Fee to fees in other jurisdictions with rent programs in the state of California. This table calculates a per unit cost of administration, revealing that of California's actively enforced programs. Richmond's proposed fees are comparable to the peer jurisdictions with actively enforced rent programs, it is important to consider that Richmond's average rental rates are also less than those in peer rent control jurisdictions.

Table 6: Comparison of Program Budgets, Unit Counts, Fees, and Median Rents in Case Study Cities

JURISDICTION	2021-22 PROGRAM BUDGET	APPLICABLE RENTAL UNITS	RENTAL HOUSING FEES (PER UNIT)	AVERAGE RENT ¹⁶	PORTION OF FEE PASSED THROUGH TO TENANTS
ACTIVELY ENFORCED RENT PROGRAMS					
BERKELEY	\$5,822,405	19,607	\$250	\$3,164	50%, City may reimburse low-income Tenants ¹⁷
EAST PALO ALTO	\$400,930	2,325	\$222	\$2,662	50%
OAKLAND	\$5,954,690	65,000	\$101	\$2,772	50%
RICHMOND	\$3,062,686 (proposed for FY 2022-23)	7,665 Fully Covered Units; 10,485 Partially Covered Units	\$226 per Fully Covered Unit; \$127 per Partially Covered Unit (proposed for FY 2022-23)	\$2,537	None
SANTA MONICA	\$5,505,178	26,620	\$198	\$3,891	50%
COMPLAINT-DRIVEN RENT PROGRAMS					
LOS ANGELES	\$7,575,111	631,000	\$90 per Fully Covered Unit; \$30 per Partially Covered Unit	\$2,661	50%
WEST HOLLYWOOD	\$2,335,728	15,800	\$144 ¹⁸	\$3,354	50% (excludes Section 8 Tenants)
ALAMEDA	\$1,376,529	12,174 Fully Regulated Units; 1,887 Partially Regulated Units	\$148 per Fully Regulated Unit; \$100 per Partially Regulated Unit; \$0 for Subsidized Units	\$2,560	50%
SAN FRANCISCO	\$9,381,302	173,000	\$59 per apartment unit; \$29.50 per residential hotel room	\$3,230	50%

¹⁶ Source: RentCafe: The average apartment per square footage varies greatly depending on unit type, with less expensive and luxury alternatives for houses and apartments alike. Studio apartments are the smallest and most affordable, 1-bedroom apartments are closer to the average, while 2-bedroom apartments, and 3-bedroom apartments offer more square footage. Zillow Rent Index (ZRI) was used as the source in prior year.

¹⁷ Pass-through only applies to tenancies that began prior to January 1, 1999.

¹⁸ West Hollywood's Rent Program receives support from the City's General Fund, and the \$144 fee allows the program to recover 65% of total costs. The program would need to collect \$221 per unit to recover 100% of costs.

Conclusion and Recommended Actions

The revised 2022-23 budget will support the overarching goal of the Rent Program; that is, to continue to develop as an actively enforced program that equips community members with an understanding of their rights and responsibilities under the Rent Ordinance. The Fiscal Year 2022-23 Fee Study will allow the agency to recover costs of all budgeted operations and does not necessitate changing the amount of the Rental Housing Fee.

The recommendations put forth by staff for consideration by the Rent Board are as follows:

- Adopt the proposed Fiscal Year 2022-23 Budget to provide the support necessary for continued development of all Rent Program operations.
- Receive and approve the Revised Fiscal Year 2022-23 Rental Housing Fee Study.
- Direct staff to prepare a resolution, consistent with the Rent Board's approved Fee Study and Budget, recommending to the City Council adoption of a two-tier fee structure for Fiscal Year 2022-23 of \$226 for Fully Covered Rental Units and \$127 for Partially Covered Rental Units.

V. UNIT DESCRIPTIONS

Management Unit (2.25 FTE)

The Management Unit, comprised of the Executive Director, Deputy Director, and Senior Administrative Analyst (0.25 FTE), is responsible for guiding the development of the Rent Program agency and managing day-to-day operations. The Senior Administrative Analyst supports the Executive Director with confidential matters of the Rent Program and administers full collaboration with the Rent Board. The Management Unit also conducts policy research to support the agency and Rent Board, which includes conducting surveys and studies to help guide administrative improvements and the formation of sound public policy. The Management Unit oversees all personnel-related issues (hiring, training, discipline in conformance with MOU's, etc.) Other duties include providing staff support to the Rent Board, including but not limited to the preparation of agendas, minutes, and documents for all Rent Board meetings. Central to the Management Unit's duties are preparation, monitoring, and reporting of the annual Rent Program budget. The Management Unit also publishes the Rent Program Annual Report, required by the Rent Ordinance.

Legal Unit (2.25 FTE)

The Legal Unit includes Staff Attorneys (2 FTE) and a Senior Administrative Analyst (0.25 FTE). The duties of the Legal Unit include representing the Board in litigation, advising the Director and the Rent Board on legal matters (this may include the preparation of Confidential Legal Memoranda and ensuring compliance with Brown Act requirements, reviewing and opining on decisions on appeal, coordinating responses to public records act requests, training Rent Program Services Analysts, supervising investigations and lawsuits for non-compliance, reviewing contracts, and responding to legal challenges to the Ordinance and applicable regulations. Staff members in the Legal Unit are also responsible for drafting regulations for consideration by the Rent Board and establishing processes to monitor rent increase and termination notices in accordance with the requirements of the Rent Ordinance.

Public Information and Enrollment Unit (6.75 FTE)

The Public Information and Enrollment Unit, comprised of a Senior Rent Program Services Analyst, Administrative Aides (3 FTE), Rent Program Services Analysts (2 FTE) and Administrative Student Intern (0.75 FTE), is responsible for educating community members about Landlord and Tenant rights and responsibilities under the Rent Ordinance, as well as related State and Federal laws. This includes maintenance of the agency's property enrollment and tenancy registration database. The enrollment and tenancy registration database is an essential tool used to generate accurate Rental Housing Fee invoices, track the Maximum Allowable Rent for Controlled Rental Units, and manage contact and case information for all Rental Units in the City of Richmond. Public Information and Enrollment Unit staff members are responsible for planning and executing the annual billing cycle of the Rental Housing Fee and managing the collection of revenue, including late fees. Community education is provided in the form of one-on-one counseling, facilitating mediation sessions, drafting print materials such as the Guide to Rent Control, and providing direct referrals to community legal services agencies. Staff members in this unit also plan, prepare, and conduct monthly community educational workshops for Landlords and Tenants, maintain

the agency's social media accounts, and assist Landlords and Tenants with the filing of Rent Adjustment Petitions.

Hearings Unit (1.75 FTE)

The Hearings Unit consists of a Hearing Examiner, who is supported by a Senior Administrative Analyst (0.5 FTE) and an Administrative Student Intern (0.25 FTE). The main functions of the Hearings Unit include administering the petition process, conducting hearings, and issuing decisions, conducting settlement conferences, acting as a back-up resource on interpretation of the Rent Ordinance and regulations, assisting with drafting public information documents such as the Guide to Rent Control and other print and online materials and maintaining all forms required for administration of the Rent Adjustment Petition process. Staff members in the Hearings Unit also assist with special projects, such as working with City staff to develop rent registration/tracking software to adjust rents in the Maximum Allowable Rent database.

VI. APPENDICES

Appendix A: Proposed FY 2022-23 Budget and Fee Study Calculations

Appendix B: Ten-year Financial Projection

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AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: May 31, 2022

Final Decision Date Deadline: May 31, 2022

STATEMENT OF THE ISSUE: In accordance with Section 11.100.060(l) of the Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, the amount of the Residential Rental Housing Fee will be determined by the City Council after a recommendation by the Board is provided to the City Council. Prior to July 1, the Board is required to hold a public hearing on a proposed budget and adopt an annual budget for the ensuing fiscal year. In February, staff members began provided the Rent Board with periodic updates on the progress of developing a budget and fee study for fiscal year 2022-23. Since then, the focus has been to produce a viable budget that provides financial sustainability for the Rent Program to administer necessary services to the rental community. Higher than expected Fringe Benefits and Cost Pool allocations were provided by the City of Richmond. These higher charges could potentially expose the Program to operating cash flow concerns. During our budget development process, it has been established that the Fringe Benefits allocation methodology for Worker's Compensation requires further research and validation to determine the accuracy and alignment with Government Code 50076.

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: DIRECT Rent Program staff to work with City Council Member Jimenez to propose a policy to the City of Richmond City Council that would cap all charges assessed by the City, to special revenue funded departments/agencies, at 30% of current fiscal year budgeted expenditures – Rent Program (Nicolas Traylor/Fred Tran 620-6564).

AGENDA ITEM NO:

G-1.

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AGENDA REPORT

DATE: May 31, 2022

TO: Chair Finlay and Members of the Rent Board

FROM: Nicolas Traylor, Executive Director
Fred Tran, Deputy Director

SUBJECT: RESOLUTION FOR FRINGE BENEFITS CAP - FISCAL YEAR 2022–23
BUDGET

STATEMENT OF THE ISSUE:

In accordance with Section 11.100.060(l) of the Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, the amount of the Residential Rental Housing Fee will be determined by the City Council after a recommendation by the Board is provided to the City Council. Prior to July 1, the Board is required to hold a public hearing on a proposed budget and adopt an annual budget for the ensuing fiscal year.

In February, staff members began provided the Rent Board with periodic updates on the progress of developing a budget and fee study for fiscal year 2022-23. Since then, the focus has been to produce a viable budget that provides financial sustainability for the Rent Program to administer necessary services to the rental community. Higher than expected Fringe Benefits and Cost Pool allocations were provided by the City of Richmond. These higher charges could potentially expose the Program to operating cash flow concerns. During our budget development process, it has been established that the Fringe Benefits allocation methodology for Worker's Compensation requires further research and validation to determine the accuracy and alignment with Government Code 50076.

RECOMMENDED ACTION:

DIRECT Rent Program staff to work with City Council Member Jimenez to propose a policy to the City of Richmond City Council that would cap all charges assessed by the City, to special revenue funded departments/agencies, at 30% of current fiscal year budgeted expenditures – Rent Program (Nicolas Traylor/Fred Tran 620-6564).

FISCAL IMPACT:

The estimated fiscal impact of the proposed best-known budget amounts as follows:

Budget Option would result in a projected Fringe Benefits costs decreasing with a net amount of \$144,755 (17.9%) from \$954,273 to \$809,518 for fiscal year 2022-23.

DISCUSSION:

Background

On February 16, 2022, Staff presented the operating budget options and corresponding Rental Housing Fees to the Rental Board for Fiscal Year 2022-23 and receive direction on the selection of one of two budget options. Prior to presenting the final proposed budget, Staff was awaiting the Fringe Benefits percentage, Cost Pool for Insurance, Administrative Charges, and Civic Center Allocation from the Finance (Budget) Department, as these charges impact the fee calculation. Rent Program staff met with the Finance and Human Resources Department on February 17, 2022, to receive further guidance of the City-wide cost allocation. Rent Program staff was advised by the Finance Department that the Cost Pool amounts were anticipated to increase, but the finalized amounts and support had yet to be provided.

In late February, the Cost Pool for General Liability Insurance of \$201,083 and Worker's Compensation of \$163,421 were made available to the Program. The amounts provided were significantly higher than the prior year of \$79,937 and \$98,172 respectively, which constitute an increase of 152% and 66%, respectively. Staff had requested for the methodology and calculations for support (*Attachment 1*). Risk Management continues to evaluate and revise the allocation. The finalized amounts are expected to be provided in late May, which remain outstanding.

The Fringe Benefits budgeted amounts were inputted into the system by the Finance Department during the first week of April totaling \$1,004,332 (78% of total salaries and wages) from prior year's amount of \$747,618 (34.3% increase). There has been a change in methodology from prior year of an allocation that is derived from Total Salaries budgeted. The line item increases, methodology, and analysis will be mentioned in the Discussion.

The Fringe Benefits budgeted amounts were revised by the Finance Department during the first week of May. The prior total of \$1,004,332 received in April at 78% of total salaries and wages decreased to \$954,273 which represents 73% of total salaries and wages. In the prior fiscal year. The methodology for the Worker's Compensation cost allocation produced by Risk Management and actuary requires further researched and validated.

Rent Program leadership are engaged in on-going discussions with the City Attorney's, City Manager, Human Resources, and Finance Department regarding the budgeted Cost

ITEM G-1

Pool and Fringe Benefits amounts. Potential options will be explained in the Discussion section of this report.

Discussion

Fringe Benefits:

Prior year methodology used an estimated 62% of Total Salaries to calculate the Total Fringe Benefits with an allocation for each line item provided by the Finance Department. Below is a comparison of the Fringe Benefit line items from prior years. Rent Program staffing levels and salaries have not increase significantly, which presumably means that rates for the Medical/Life Insurance, Worker's Compensation, OPEB, and CalPERS employer rates and contributions have increased. The City is also utilizing a revised methodology. Staff has contacted the Finance Department, requesting confirmation and documentation as to why the rate increased or methodology on new allocations. Staff is still waiting for the final supporting documentation from the City. The latest amount provided by the City for Worker's Compensation is \$158,864. The Worker's Compensation increase, which is due to a change in methodology, is still under review and Staff are currently in discussions with the City Attorney's, City Manager, Human Resources, and Finance Department regarding the appropriateness of those charges aligning with if Government Code 50076.

<i>Object #</i>	<i>City Account Description</i>	FY 18-19 ACTUALS	FY 19-20 ACTUALS	FY 20-21 ACTUALS	FY 21-22 PROPOSED	FY 22-23 PROPOSED
	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
400104	P-Roll Ben/PERS Benefits	-	-	-	-	-
400105	P-Roll Ben/Health Insurance Be	146,557	136,575	128,611	140,309	232,291
400106	P-Roll Ben/Dental Insurance	16,652	17,021	17,534	15,508	17,520
400109	P-Roll Ben/Employee Assistance	430	473	422	464	216
400110	P-Roll Ben/Professional Dev-Mg	3,728	5,200	1,500	3,750	6,750
400111	P-Roll Ben/Vision	2,106	2,095	2,049	2,052	2,052
400112	P-Roll Ben/Life Insurance	5,557	4,006	3,433	3,713	4,139
400114	P-Roll Ben/Long Term Disabilit	9,408	10,100	9,259	10,076	12,342
400116	P-Roll Ben/Unemployment Ins	1,860	5,100	4,960	5,730	5,472
400117	P-Roll Ben/Personal/Prof Dev	750	1,493	1,500	5,250	2,250
400118	P-Roll Ben/Worker Comp-Injury Appt	-	-	692	359	-
400121	P-Roll Ben/Worker Comp-Clerica	13,806	12,154	14,541	19,240	24,001
400122	P-Roll Ben/Worker Comp-Prof	69,352	60,744	74,891	79,290	-
400127	P-Roll Ben/OPEB	39,338	43,623	42,145	22,763	40,723
400130	P-Roll Ben/PARS Benefits	642	434	50	94	-
400149	P-Roll Ben/Misc	123,021	140,616	139,314	151,638	156,287
400151	P-Roll Ben/Misc (UAL)	162,985	235,683	271,234	271,391	287,268
	Subtotal Fringe Benefits	611,127	691,706	727,447	747,618	809,518
	Fringe Benefits % to Salaries and Wages	60%	62%	69%	63%	62%

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RECOMMENDED ACTION:

DIRECT Rent Program staff to work with City Council Member Jimenez to propose a policy to the City of Richmond City Council that would cap all charges assessed by the City, to special revenue funded departments/agencies, at 30% of current fiscal year budgeted expenditures.

DOCUMENTS ATTACHED:

Attachment 1 – 2022-2023 Fiscal Year General Liability and Worker’s Compensation
Cost Allocation provided by Human Resources

Attachment 2 – Proposed Resolution

2022-2023 FISCAL YEAR ESTIMATED WORKERS' COMPENSATION COST ALLOCATION

ITEM G-1
ATTACHMENT 1

	# OF EMPLOYEES ¹		# OF CLAIMS ²		TOTAL INCURRED ²		PAYROLL ¹		Combined Average %	TOTAL ALLOCATION ³	22/23 Percentage to payroll	Percentage *Payroll Collection Amount	22/23 Cost Per Employee
WC Class Code: Clerical													
City Clerk	4	0.59%	0	0.00%	\$0	0.00%	\$371,118	0.59%	0.30%	\$36,018			
Housing Authority	2	0.29%	4	0.55%	\$13,638	0.04%	\$195,370	0.31%	0.30%	\$36,474			
Library	41	6.05%	18	2.46%	\$111,199	0.37%	\$2,100,669	3.35%	3.06%	\$372,291			
Fire Clerical	1	0.15%	2	0.27%	\$228	0.00%	\$142,823	0.23%	0.16%	\$19,773			
Police Non Sworn General	38	5.60%	11	1.50%	\$35,835	0.12%	\$2,534,864	4.05%	2.82%	\$343,295			
Group Totals	86	12.68%	35	4.77%	\$160,900	0.53%	\$5,344,844	8.53%	6.63%	\$807,850	0.1511	\$807,850	\$9,394
WC Class Code: Firefighting													
Fire	84	12.39%	209	28.51%	\$10,149,253	33.33%	\$11,573,847	18.48%	23.18%	\$2,824,131	0.2440	\$2,824,131	\$33,621
WC Class Code: Mgmt/Prof/Tech													
City Attorney	8	1.18%	0	0.00%	\$0	0.00%	\$1,203,170	1.92%	0.78%	\$94,450			
City Manager	4	0.59%	0	0.00%	\$0	0.00%	\$610,128	0.97%	0.39%	\$47,641			
Economic Development (Includes Port)	8	1.18%	0	0.00%	\$0	0.00%	\$851,615	1.36%	0.63%	\$77,355			
Internal Services	4	0.59%	0	0.00%	\$0	0.00%	\$298,937	0.48%	0.27%	\$32,508			
Employment and Training	13	1.92%	10	1.36%	\$334,376	1.10%	\$1,347,594	2.15%	1.63%	\$198,948			
Water Resource Recovery	8	1.18%	3	0.41%	\$92,295	0.30%	\$868,273	1.39%	0.82%	\$99,866			
Finance	22	3.24%	13	1.77%	\$118,835	0.39%	\$2,159,307	3.45%	2.21%	\$269,760			
Fire	4	0.59%	1	0.14%	\$30,135	0.10%	\$291,546	0.47%	0.32%	\$39,319			
Human Resources	13	1.92%	3	0.41%	\$15,267	0.05%	\$1,484,104	2.37%	1.19%	\$144,571			
Information Technology/KCRT	12	1.77%	1	0.14%	\$33,280	0.11%	\$1,253,540	2.00%	1.00%	\$122,357			
Mayor/Council	4	0.59%	0	0.00%	\$0	0.00%	\$260,856	0.42%	0.25%	\$30,657			
Council	8	1.18%	0	0.00%	\$0	0.00%	\$206,614	0.33%	0.38%	\$45,991			
Office of Neighborhood Safety	9	1.33%	0	0.00%	\$0	0.00%	\$521,466	0.83%	0.54%	\$65,794			
Police Professional	14	2.06%	3	0.41%	\$83,193	0.27%	\$1,603,030	2.56%	1.33%	\$161,642			
Planning/Bldg Regs	27	3.98%	10	1.36%	\$34,421	0.11%	\$2,684,061	4.28%	2.44%	\$296,830			
Housing (formerly Comm & Econ Developm	3	0.44%	1	0.14%	\$3,453	0.01%	\$316,228	0.50%	0.27%	\$33,357			
Community Services (formerly Recreation)	66	9.73%	15	2.05%	\$124,098	0.41%	\$2,162,147	3.45%	3.91%	\$476,427			
Rent Control	10	1.47%	5	0.68%	\$288,465	0.95%	\$1,031,808	1.65%	1.19%	\$144,741			
Group Totals	237	34.96%	65	8.87%	\$1,157,818	3.80%	\$19,154,424	30.58%	19.55%	\$2,382,216	0.1244	\$2,382,216	\$10,052
WC Class Code: Svc/Maintenance													
Transporation Op (formerly Paratransit)	5	0.74%	3	0.41%	\$30,460	0.10%	\$405,975	0.65%	0.47%	\$57,721			
Public Works	124	18.29%	126	17.19%	\$2,921,582	9.59%	\$8,541,648	13.64%	14.68%	\$1,788,399			
Group Totals	129	19.03%	129	17.60%	\$2,952,042	9.69%	\$8,947,623	14.28%	15.15%	\$1,846,120	0.2063	\$1,846,120	\$14,311
COST PER EMPLOYEE	\$14,311												
WC Class Code : Sworn Police													
Police	142	20.94%	295	40.25%	\$16,029,591	52.64%	\$17,624,077	28.13%	35.49%	\$4,324,610	0.2454	\$4,324,610	\$30,455
COST PER EMPLOYEE	\$30,455												
GRAND TOTALS	678	100.00%	733	100.00%	\$30,449,604	100.00%	\$62,644,815	100.00%	100.00%	\$12,184,929		\$12,184,929	
<p>1. Employee count as of 6/30/21; Payroll represents salary for FY21</p> <p>2. Claims data from Fiscal years 2016/17 though 2020/21</p> <p>3. Amount Allocated = Cost of Claims per budgeted claim expenses of \$9,029,429 (estimated 65% confidence level) + WC operating expenses \$3,155,500 = \$12,184,929</p>													

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PROPOSED CITY OF RICHMOND RESOLUTION NO. 22-XX

**ADOPTING A CITY OF RICHMOND POLICY REGARDING A CAP ON COST POOL AND
FRINGE BENEFITS CHARGES ASSESSED TO SPECIAL REVENUE FUNDED
DEPARTMENTS AND/OR AGENCIES**

WHEREAS, on November 8, 2016, Richmond Residents passed ballot initiative Measure L, with 65.27% voting Yes, which established Rent control and Just Cause for Eviction within the City limits of Richmond; and

WHEREAS, Measure L encapsulates the edicts of Rent Control and Just Cause for Eviction within a voter-adopted Ordinance, called “The Richmond Fair Rent, Just Cause for Eviction and Homeowner Protection Ordinance,” and herein referred to as “Rent Ordinance”; and

WHEREAS, Measure L, among other things, created an independent agency and vested within that agency broad powers of administering and executing the provisions of the Rent Ordinance; and

WHEREAS, pursuant to Richmond Municipal Code Section 11.100.060(m), to ensure the integrity and autonomy of the Rent Board, Measure L mandates the Rent Board “be an integral part of the government of the City [of Richmond]”, and establishes that the Rent Board “shall exercise its powers and duties under [Chapter 11.100] independent from the City Council, City Manager, and City Attorney, except by request of the [Rent] Board.”; and

WHEREAS, in furtherance of its independence, Measure L vests the Rent Board with the sole power to oversee and adopt its own budget, while establishing that “the City Council and the City Manager shall have no authority to oversee, supervise, or approve this budget”; and

WHEREAS, to finance the budget, which must be comprised of only reasonable and necessary expenses, Measure L provides that the Rent Board shall charge Landlords an annual Rental Housing Fees in an amount deemed reasonable by the Rent Board; and

WHEREAS, the Rent Board assesses fees in compliance with Government Code Section 50076, and Richmond Municipal Code Section 11.100.060(l). Consequently, the collected fees are managed in a special revenue fund and its use are restricted to fund only those activities that are related to the regulatory activity for which it was assessed; and

WHEREAS, in affirmation of the Rent Board's independence, the City of Richmond City Council, successfully voted to not provide the City of Richmond Rent Board with any financial relief if the Rent Board were to fall into a fiscal deficit; and

WHEREAS, having no financial safety net from the City of Richmond City Council and being an independent agency, which necessitates an ability to self-determine through financial independence, the Rent Board acted fiscally prudently to create and maintain reserves at 18% of its current fiscal year expenditures not to exceed 25% of fiscal year expenditures, as the Rent Board deemed such a range reasonable and necessary to weather any shortfalls in its ability to cover its annual expenses; and

WHEREAS, since the inception of the Rent Board, the City of Richmond has assessed against the Rent Board both cost pool and fringe benefits charges; and

WHEREAS, the Rent Board incorporates the City of Richmond assessed cost pool and fringe benefits charges into its budget and subsequently pays these charges with its collected Residential Rental Housing Fes; and

WHEREAS, in late February 2022, the Cost Pool for General Liability Insurance of \$201,083, Worker's Compensation of \$163,421, and Administrative charges of \$420,651, were made available to the Rent Program. The amounts provided were significantly higher than the prior year of \$79,937, \$98,172, \$52,481 respectively, which constitute an increase of 152%, 66%, and 701% respectively; and

WHEREAS, in the first week of April 2022, the proposed Fringe Benefits cost assessed to the Rent Board was \$1,004,332, an increase of 34.3% from the prior year's amount of \$747,618. As a result of Rent Program staff members inquiries, the Fringe Benefits budgeted amounts were revised by the Finance Department during the first week of May. The prior total of \$1,004,332 received in April at 78% of total salaries and wages decreased to \$954,273 which represents 73% of total salaries and wages; and

WHEREAS, in all prior years, the Finance Department methodology used an estimated 62% of Total Salaries to calculate the Total Fringe Benefits with an allocation for each line item provided by the Finance Department; and

WHEREAS, the City's change in methodology used in calculating cost pool charges would result in a total assessed amount of \$785,155, and consequently, would represent 30.3% of the Rent Board's FY 22'-23' budgeted expenditures. Moreover, the City's change in methodology used to calculate Fringe Benefits would result in assessed cost pool charges of \$954,273, which would comprise more than 36% of the Rent Board's FY 22'-23' budgeted expenditures. Finally, the change in the aforementioned methodologies would result in a total assessed City charge of \$1,739,428, and

consequently, would comprise more than 67% of the Rent Board's FY 22'-23' budgeted expenditures; and

WHEREAS, as a special revenue funded agency, the Rent Board lacks diversified revenue sources whereby it can ably navigate the City's ever-growing assessed cost pool and fringe benefit charges; and

WHEREAS, the Rent Board is not the only special revenue funded agency/department within the City of Richmond government; and

WHEREAS, other special revenue funded agencies/departments within the City of Richmond government pay the City's assessed cost pool and fringe benefit charges. As a result, these agencies/departments also face the often varying charges that are assessed by the City of Richmond, as well as diminished revenue sources that consequently hamper their ability to absorb City charges; and

WHEREAS, departments funded by the General Fund do not experience the same inability to navigate City charges as these departments are able to pay the charges by using General Fund monies. Moreover, the use of these monies by General Funded departments are unrestricted and do not result in a debt owed to the General Fund; and

WHEREAS, all City of Richmond departments/agencies, are integral and important to the deliverance of particular services to the community of Richmond. Additionally, Municipal Code Section 11.100.060(m), specifically makes the Rent Board an integral part of the government of the City of Richmond and requires the City of Richmond provide the Rent Board "infrastructural support on an ongoing basis as it would with any other department"; and

WHEREAS, infrastructural support is not limited to physical space but may also encompass policies that are woven into the infrastructure of City functions and are aimed at ensuring the viability of all departments/agencies without the imposition of debt or running balances owed to the General Fund; and

WHEREAS, it is prudent that the City of Richmond recognize the uniquely situated nature of special revenue funded departments/agencies. Special revenue funded departments/agencies are unique and situated differently from General Funded departments, as the special revenue funded departments/agencies' funding sources are circumscribed by law and can only be obtained and spent in connection with the regulatory scheme for which the fee was assessed; and

WHEREAS, since the special revenue funded departments/agencies are uniquely situated, the City of Richmond needs to develop fiscal policies that both reflect these departments/agencies restricted funding sources and application, and ensure the fiscal viability of these departments/agencies.

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NOW, THEREFORE, BE IT RESOLVED THAT:

The City of Richmond Rent Board recommends the Council of the City of Richmond find, determine, and resolve as follows:

1. The City of Richmond finds and determines that it is comprised of various departments and agencies, all of which are integral and deliver important services to the City of Richmond. Of these departments/agencies, some are funded in part, or in whole, through regulatory fees that are maintained in a special revenue fund. All departments/agencies within the City of Richmond have received ongoing cost pool and fringe benefit charges. For those departments/agencies funded through the General Fund, the General Fund directly pays for cost pool and fringe benefit charges; however, for those departments/agencies funded by regulatory fees, cost pool and fringe benefit charges are paid through their special revenue fund.
2. The City of Richmond finds that those departments/agencies funded through regulatory fees are uniquely situated, as their funding sources are circumscribed by law and can only be obtained and spent in connection with the regulatory scheme for which the fee was assessed. Consequently, those aforementioned departments/agencies are prone to experience greater fiscal volatility as compared to their Generally Funded sister departments, as their funding sources are limited and cannot support large increases in increased cost.
3. The City of Richmond finds that infrastructural support is not limited to providing physical space, but may also include, where appropriate, adopting and enforcing policies that are woven into the very infrastructure of the City writ large, and provide fiscal integrity to special revenue funded departments/agencies.
4. In recognition of both the importance of the special revenue funded departments/agencies and the uniquely situated position these departments/agencies occupy, the City of Richmond determines it necessary to develop a policy whereby the City of Richmond shall not charge a special revenue funded departments/agencies either a separate and/or cumulative charge that exceeds 30% of that departments/agencies' current fiscal year expenses. The resulting difference that would otherwise be charged to the aforementioned departments/agencies shall not be a debt to these special revenues funded departments/agencies. Rather, the resulting difference shall be absorbed by the General Fund.
5. The City Attorney's Office and the Finance Department shall work with appropriate City staff members to develop a policy that is consistent with paragraph 4 of this resolution. Additionally, the Finance Department shall work with appropriate City staff members to compile a yearly fiscal impact study regarding the limitation of charging special revenue funded departments/agencies no more than 30% of their budgeted expenses. The fiscal impact study shall be a public document and presented to the City Council on an annual basis for its review.
6. In the interim, until a complete policy and recommendation is developed by the City Attorney's

Office and the Finance Department, no special revenue funded department/agency shall receive either a separate and/or cumulative charge that exceeds 30% of that departments/agencies' current fiscal year expenses. Additionally, any resulting difference that would otherwise be charged to the aforementioned departments/agencies shall not be a debt to these special revenues funded departments/agencies. Rather, the resulting difference shall be absorbed by the General Fund.

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AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: May 31, 2022

Final Decision Date Deadline: May 31, 2022

STATEMENT OF THE ISSUE: On February 17, 2021, the Richmond Rent Board adopted a revised reserve policy directing staff to replenish the reserve balance to 18 percent (18%) of current year budgeted operating expenditures to reflect the minimum requirement. The reserve policy mandates staff members provide an annual update of the reserve balance levels.

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

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

RECOMMENDED ACTION: Staff recommend that the Rent Board authorize replenishing the reserves to a minimum of eighteen percent (18%) of current year budgeted expenditures as described in the Reserve Policy – Rent Program (Nicolas Traylor/Fred Tran 620-6564).

AGENDA ITEM NO:

G-2.

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AGENDA REPORT

DATE: May 31, 2022
TO: Chair Finlay and Members of the Rent Board
FROM: Nicolas Traylor, Executive Director
Fred Tran, Deputy Director
SUBJECT: RICHMOND RENT BOARD RESERVE POLICY

STATEMENT OF THE ISSUE:

On February 17, 2021, the Richmond Rent Board adopted a revised reserve policy directing staff to replenish the reserve balance to 18 percent (18%) of current year budgeted operating expenditures to reflect the minimum requirement. The reserve policy mandates staff members provide an annual update of the reserve balance levels.

RECOMMENDED ACTION:

Staff recommend that the Rent Board authorize replenishing the reserves to a minimum of eighteen percent (18%) of current year budgeted expenditures as described in the Reserve Policy – Rent Program (Nicolas Traylor/Fred Tran 620-6564).

FISCAL IMPACT:

The reserve policy requires the Board to maintain a minimum total reserve balance equal to eighteen percent (18%) of the Board’s current year budgeted expenditures, not to exceed twenty-five percent (25%). If the total reserve balance exceeds twenty-five percent (25%) of the current year annual budget or is anticipated to exceed twenty-five percent (25%) of the following year’s annual budget, the Executive Director or their Designee shall prioritize the use of the excess funds in reducing any subsequent Residential Rental Housing Fee proposal.

DISCUSSION:

Background

Section 11.100.060(m) of the Rent Ordinance ensures the integrity and autonomy of the Rent Board by mandating that the Rent Board “be an integral part of the government of the City [of Richmond],” and “shall exercise its powers and duties under [Chapter 11.100] independent from the City Council, City Manager, and City Attorney, except by request of the [Rent] Board.” The Rent Ordinance further vests the Rent Board with the sole power to oversee and adopt its own budget, while establishing that “the City

ITEM G-2

Council and the City Manager shall have no authority to oversee, supervise, or approve this budget.” The Rent Program budget is comprised only of reasonable and necessary expenses to achieve the purpose of the Rent Ordinance and is currently funded in whole by annual registration fees charged to all Landlords in an amount deemed reasonable by the Rent Board and approved by the City Council.

In December 2019, the Rent Board directed Rent Program staff members to negotiate and execute a contract with a financial consultant to, among other tasks, provide recommendations regarding financial and budgetary “best practices” to be utilized by the Rent Board and Rent Program staff members, specifically as it relates to the preparation of an annual budget and fee study for approval by the Rent Board. In April 2020, in consideration of the recommendations and best practices presented by Kevin W. Harper CPA & Associates, the Rent Board directed staff to develop a financial reserve policy.

At a City Council meeting in the Spring of 2020, amid the Covid-19 pandemic, and in affirmation of the Rent Board’s independence, the City of Richmond City Council successfully voted to not provide the City of Richmond Rent Board with any financial relief if the Rent Board were to fall into a fiscal deficit. Having no financial safety net from the City of Richmond and being an independent agency, which necessitates an ability to self-determine through financial independence, it is fiscally prudent and consistent with the mandate of the Rent Ordinance for the Rent Board to maintain reserves in an amount necessary to overcome any shortfalls in its ability to cover its annual expenses.

At their meeting on January 20, 2021, Rent Board members received a proposed operating reserve policy and directed staff to revise the policy to reflect a minimum reserve balance of 18 percent (18%) of current year budgeted operating expenditures, not to exceed twenty-five percent (25%). The revised policy was approved at the February 17, 2021, Rent Board meeting.

The Rent Board provides services that regulate those landlord tenant matters that reasonably relate to rents and evictions. These services have an impact on quality of life for community members as they touch upon the health, stability, and affordability of housing within the community. Prudent use of resources helps determine how effectively these services are provided on an ongoing basis. Reserve funds help ensure that the Board sets aside adequate resources to mitigate the potential negative economic impacts of unforeseen circumstances and emergencies. The reserve policy establishes the amount that the Rent Board will strive to maintain in its Special Revenue Operating Fund Reserves, how the Reserves will be funded, and the conditions under which Reserves may be used.

Reserve Policy

In summary, the reserve policy accomplishes three main objectives:

- 1) Establishes three categories of Reserves and creates a procedure whereby those amounts within the Reserves may be accessed;
- 2) Requires that any amount of the Reserves that are appropriated for spending be replenished; and
- 3) Sets a maximum cap on the total amount of Reserves that can be held at one time and require that any amount in excess of the Reserve maximum cap be used to reduce future Rental Housing Fees.

Reserve Funds and Target Balances

The policy indicates that the Rent Board shall maintain a minimum Special Revenue Operating Fund Unrestricted Committed Fund balance of at least eighteen percent (18%) of operating expenditures for budget stability, cash flow, and contingencies such as catastrophic events and unforeseen operating or capital needs. This is based on the risk assessment methodology for setting reserve levels developed by the Government Finance Officers Association of the United States and Canada.

Since the bulk of Rental Housing Fee revenue is collected in the second and third period of the fiscal year (August and September), the reserve policy requires that in a given year where revenues are greater than expenditures, the Rent Board permit a minimum of two months, and maximum of three months, of budgeted expenses to be carried over for the next fiscal year. These funds shall not be considered part of the Rent Board’s reserve balance. The table below illustrates how the policy would apply to current year budgeted expenses based on the direction received from the Board.

Table 1. Proposed Reserve Funds

Name	Purpose	Target Level	Target Level (\$) (based on FY 21/22 Budget)
Operating and Stability Reserve	Provide fiscal stability and mitigate loss of service delivery and financial risks associated with unexpected revenue shortfalls during a single fiscal year or during a prolonged recessionary period.	18% of current year budgeted expenditures	\$470,930
Catastrophic Legal Event Reserve	Offset unforeseen legal costs that exceed currently allocated legal fees.	50% of any remaining reserve balances after the Operating and Stability Reserve is sufficiently funded at 18% of current year budgeted expenditures	Min: \$0 Max:\$91,570

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Catastrophic Reserve	Mitigate costs associated with unforeseen emergencies, such as a disaster or catastrophic event.	50% of any remaining reserve balances after the Operating and Stability Reserve is sufficiently funded at 18% of current year budgeted expenditures	Min: \$0 Max:\$91,570
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Status of Current Fund Balances

Financial projections suggest that the Rent Program will be able to satisfy the proposed target reserve balances at the end of the current Fiscal Year 2021-22 and maintain a starting balance in Fiscal Year 2022-23 equivalent to at least two months of budgeted operating expenses. Table 2 contains a summary of the figures relied upon to reach this conclusion.

Table 2. Financial Projections and Proposed Contribution to Reserves

Category	Amount
Starting Fund Balance (Beginning FY 2021-22)	\$425,157
Current Revenues (FY 2021-22 Actual as of end of Q3)	\$2,246,447
Current Expenditures (FY 2021-22 Actual as of end of Q3)	\$1,614,594
Projected Revenues (FY 2021-22 Projected through end of Q4)¹	\$2,362,626
Projected Expenditures (FY 2021-22 Projected through end of Q4)²	\$2,178,419
Projected Surplus (Ending FY 2021-22)	\$184,207
Proposed FY 21-22 Contribution to Reserves	\$25,354
<i>Proposed Contribution to Operating and Stability Reserve</i>	\$25,354
<i>Proposed Contribution to Catastrophic Legal Event Reserve</i>	\$0
<i>Proposed Contribution to Catastrophic Reserve</i>	\$0
Starting Fund Balance (Beginning FY 2022-23)	\$584,010

<i>Operating and Stability Reserve balance after proposed funding:</i>	\$470,930
<i>Catastrophic Legal Event Reserve balance after proposed funding:</i>	\$27,212
<i>Catastrophic Reserve balance after proposed funding:</i>	\$27,212
Total Reserve Balance	\$525,354

RECOMMENDED ACTION:

Staff recommend that the Rent Board authorize replenishing the reserves to a minimum of eighteen percent (18%) of current year budgeted expenditures as described in the Reserve Policy and proposed in Table 2 above.

¹ Projected revenue based on the 10-year Financial Projection.

² Projected expenditures based on the 10-year Financial Projection.

DOCUMENTS ATTACHED:

Attachment 1 – City of Richmond Rent Board Resolution No. 21-01 Reserve Policy

Attachment 2 – 10-Year Financial Projection

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**CITY OF RICHMOND RENT BOARD RESOLUTION NO. 21-01
ADOPTING CITY OF RICHMOND RENT BOARD RESERVE POLICY**

WHEREAS, on November 8, 2016, Richmond Residents passed ballot initiative Measure L, with 65.27% voting Yes, which established Rent control and Just Cause for Eviction within the City limits of Richmond; and

WHEREAS, Measure L encapsulates the edicts of Rent Control and Just Cause for Eviction within a voter-adopted Ordinance, called “The Richmond Fair Rent, Just Cause for Eviction and Homeowner Protection Ordinance,” and herein referred to as “Rent Ordinance”; and

WHEREAS, Measure L, among other things, created an independent agency and vested within that agency broad powers of administering and executing the provisions of the Rent Ordinance; and

WHEREAS, pursuant to Richmond Municipal Code Section 11.100.060(m), to ensure the integrity and autonomy of the Rent Board, Measure L mandates the Rent Board “be an integral part of the government of the City [of Richmond]”, and establishes that the Rent Board “shall exercise its powers and duties under [Chapter 11.100] independent from the City Council, City Manager, and City Attorney, except by request of the [Rent] Board.”; and

WHEREAS, in furtherance of its independence, Measure L vests the Rent Board with the sole power to oversee and adopt its own budget, while establishing that “the City Council and the City Manager shall have no authority to oversee, supervise, or approve this budget”; and

WHEREAS, to finance the budget, which must be comprised of only reasonable and necessary expenses, Measure L provides that the Rent Board shall charge Landlords annual registration fees in an amount deemed reasonable by the Rent Board; and

WHEREAS, in affirmation of the Rent Board’s independence, the City of Richmond City Council, successfully voted to not provide the City of Richmond Rent Board with any financial relief if the Rent Board were to fall into a fiscal deficit; and

WHEREAS, having no financial safety net from the City of Richmond City Council and being an independent agency, which necessitates an ability to self-determine through financial independence, it is fiscally prudent and consistent with the mandate of Measure L for the City of Richmond Rent Board to maintain reserves in an amount necessary to overcome any shortfalls in its ability to cover its annual expenses; and

WHEREAS, consistent with prudence, on December 18, 2019, the City of Richmond Rent Board directed Rent Program staff members to negotiate and execute a contract with a financial consultant to: (1) Develop and present two, five, and 10-year financial projections of both revenues, expenditures, and reserves for the Rent Program agency, specifically as they relate to collection of the Rental Housing Fee; (2) Provide recommendations on how to meet the Rent Program's goal of building 17% operating reserves by the close of the 2020-21 fiscal year, and how best to achieve long-term financial stability in a manner that is consistent with all applicable laws and regulations including but not limited to Section 50076 of the California Government Code; and (3) Provide recommendations regarding financial and budgetary "best practices" to be utilized by the Rent Board and Rent Program staff members, specifically as it relates to the preparation of an annual budget and fee study for approval by the Rent Board; and

WHEREAS, on February 3, 2020, the City of Richmond Rent Board contracted with Kevin W. Harper CPA & Associates to engage his financial services; and

WHEREAS, between the months of February and March 2020, Rent Program staff members worked with Kevin W. Harper CPA & Associates to develop financial and budgetary recommendations and best practices for the City of Richmond Rent Board's consideration; and

WHEREAS, on April 15, 2020, in consideration of the recommendations and best practices presented by Kevin W. Harper CPA & Associates, the City of Richmond Rent Board directed staff to develop a financial reserve policy; and

WHEREAS, it is prudent that the City of Richmond Rent Board adopt a reserve balance policy that adequately reflects both (1) the City of Richmond Rent Board's dependence on the Residential Rental Housing Fee, charged to all Richmond Landlords on an annual basis, and which has proved to be a volatile revenue source given year-to-year fluctuations in the number of applicable Rental Units upon which the Residential Rental Housing Fee may be assessed, and (2) the City of Richmond's inability to financially support the City of Richmond Rent Board during times of crisis and/or financial uncertainty.

NOW, THEREFORE, BE IT RESOLVED THAT:

The City of Richmond Rent Board adopts the City of Richmond Rent Board Reserve Policy contained in Attachment A, which will do the following:

- 1) Establish three categories of Reserves and create a procedure whereby those amounts within the Reserves may be accessed;
- 2) Require that any amount of the Reserves that are appropriated for spending be replenished; and
- 3) Sets a maximum cap on the total amount of Reserves that can be held at one time and require that

any amount in excess of the Reserve maximum cap be used to reduce future annual registration fees.

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ATTACHMENT A:

TITLE: Richmond Rent Board Special Revenue Fund Operating Reserve Policy

The Richmond Rent Board Special Revenue Fund Operating Reserve Policy is to be reviewed by the Rent Board as part of their annual operating budget review and adoption process.

AUTHORITY:

Richmond Municipal Code Section 11.100.060(m) confers on the Rent Board integrity and autonomy, rendering the exercise of its powers and duties independent from the City Council, City Manager, and City Attorney, except by request of the Rent Board. As a consequence of its independence, Richmond Municipal Code 11.100.060(n) establishes that the Rent Board has the sole power to establish its own annual budget for each ensuing fiscal year, and that the City Council and City Manager shall have no authority to oversee, supervise, or approve this budget. This authority necessarily includes the approval of financial policies which establishes and directs the operations of its services provided through the Richmond Rent Program. The Executive Director of the Richmond Rent Program is responsible for carrying out the policy directives of the Rent Board and managing the day-to-day operations of the Richmond Rent Program. This policy shall be administered on behalf of the Richmond Rent Board by the Executive Director of the Richmond Rent Program or their Designee.

PURPOSE:

The Rent Board provides services that have an impact on quality of life for community members. Prudent use of resources helps determine how effectively these services are provided on an ongoing basis. Reserve funds help ensure that the Board sets aside adequate resources to mitigate the potential negative economic impacts of unforeseen circumstances and emergencies.

The Rent Board desires to maintain a prudent level of financial resources to ensure compliance with the Rent Ordinance while guarding its stakeholders against service disruption in the event of unexpected temporary revenue shortfalls or unforeseen one-time expenditures. The Special Revenue Operating Fund Reserves are accumulated and maintained in governmental funds in order to provide stability and flexibility to respond to unexpected adversity and/or opportunities.

This policy establishes the amount that the Rent Board will strive to maintain in its Special Revenue Operating Fund Reserves, how the Reserves will be funded, and the conditions under which Reserves may be used.

BACKGROUND:

Fiscally, the Rent Board operates under a Special Revenue Operating Fund. The Special Revenue Operating Fund is an account for financial resources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects. Because the Rent Board is a Cost-Recovery Agency, State law restricts the use of its funds received through the Residential Rental Housing Fee. The expenditure of Residential Rental Housing Fees is limited to only those services and/or activities that pertain to those landlord/tenant matters that reasonably relate to rents and evictions.

Under ordinary accounting standards, and consistent with the Fiscal Year 2020-21 Reserve Policy of the City of Richmond, there are five separate components of a Fund balance, each of which establishes specific parameters controlling the specific purpose for which amounts may be spent:

1. **Non-Spendable Fund Balance** – Cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to remain intact.
2. **Restricted Fund Balance** – Restricted either externally imposed or imposed by law through constitutional provisions or enabling legislation.
3. **Unrestricted Committed Fund Balance** – Reserved for specific purposes pursuant to constraints imposed by formal action of the Rent Board.
4. **Unrestricted Assigned Fund Balance** – Reserved by the Rent Board or Executive Director for specific purposes, but neither restricted nor committed.
5. **Unrestricted Unassigned Fund Balance** – Residual balance not classified in any of the above categories and has not been restricted, committed, nor assigned to specific purposes.

In the Unrestricted Committed Fund Balance, the Rent Board, as the City of Richmond’s highest level of decision-making authority as it relates to the Rent Board budget, may commit funds for specific purposes pursuant to constraints imposed by formal action taken, such as an ordinance or resolution. These committed amounts cannot be used for any other purpose unless the Rent Board removes or changes the specific use through the same type of formal action taken to establish the commitment. An affirmative vote of three (3) Rent Board members is required to both approve and remove a commitment. Any Commitment of Fund Balance by the Rent Board must be prior to the end of the fiscal year. An example of committed funds is committing an amount of fund balance equal to the expected costs for replacing an existing database, which is demonstrated to be a reasonable and necessary expense, or establishing an operating reserve.

It is recommended that the Rent Board adopt a policy that provides for three reserves within the Rent Board’s Unrestricted Committed Fund Balance: (1) an Operating and Stability Reserve, (2) a Catastrophic Legal Reserve, and (3) a Catastrophic Reserve. Furthermore, because the bulk of Rental Housing Fee revenue is collected in the third and fourth period of the fiscal year (September and October), it is also recommended that the Rent Board include in this policy the requirement that Rent Board monitor its finances with the intent to end each fiscal year with a fund balance equivalent to a minimum of two months, and maximum of three months, of budgeted expenses for the next fiscal year. These funds shall not be considered part of the Rent Board’s reserve balance.

DESCRIPTION AND APPROPRIATE RESERVE BALANCE LEVELS:

The Rent Board shall maintain a minimum Special Revenue Operating Fund Unrestricted Committed Fund balance of at least eighteen percent (18%) of operating expenditures for budget stability, cash flow, and contingencies such as catastrophic events and unforeseen operating or capital needs. This is based on the risk assessment methodology for setting reserve levels developed by the Government Finance Officers Association of the United States and Canada. Following are the three categories of Reserves hereby created and their respective reserve target levels:

- (1) ***Operating and Stability Reserve:*** The Rent Board shall maintain year-end contingency reserve balances in an Operating and Stability Reserve equivalent to a minimum of eighteen percent (18%) of current year budgeted expenditures. The purpose of the Operating and Stability Reserve is to provide fiscal stability and mitigate loss of service delivery and financial risks associated with unexpected revenue shortfalls during a single fiscal year or during a prolonged recessionary period. As the Rent Board experiences net revenue gains in future years, the Operating and Stability Reserve balance must grow back to eighteen percent (18%) of total expenditures to allow the Rent Board to build up its capacity to handle future

short term economic downturns or emergencies without cutting services. A policy based upon a percentage assures that the reserve will remain a prudent cushion as the Rent Board's budget grows over time.

- (2) ***Catastrophic Legal Event Reserve:*** The Rent Board shall maintain a Catastrophic Legal Event Reserve equivalent to fifty percent (50%) of any remaining reserve balances after the Operating and Stability Reserve is sufficiently funded at eighteen percent (18%) of current year budgeted expenses. The purpose of the Catastrophic Legal Event Reserve is to offset unforeseen legal costs that exceed currently allocated legal fees. Should an unforeseen lawsuit be brought against the Rent Board that results in the Rent Board owing fees and costs that exceed those legal expenditures provided for in the annual budget, the Executive Director or their Designee shall have the authority to approve Catastrophic Legal Event Reserve appropriations; however, the Executive Director's or their Designee's approval of use of Catastrophic Legal Event Reserves shall not automatically result in the disbursement of said funds. Subject to the principles of Attorney Client Privilege and the Brown Act, the Executive Director or their Designee's approval must be certified by a majority of the Rent Board Member's at a noticed Board Meeting. The certification shall be accompanied by a budget amendment confirming the nature of the emergency and authorizing the appropriation of reserve funds.

- (3) ***Catastrophic Reserve:*** The Rent Board shall maintain a Catastrophic Reserve equivalent to fifty percent (50%) of any remaining reserve balances after the Operating and Stability Reserve is sufficiently funded at eighteen percent (18%) of current year budgeted expenses. The purpose of the Catastrophic Reserve is to mitigate costs associated with unforeseen emergencies, such as a disaster or catastrophic event. Should unforeseen events occur that require the expenditure of the Rent Board's resources beyond those provided for in the annual budget, the Executive Director or their Designee shall have the authority to approve Catastrophic Reserve appropriations; however, the Executive Director's or their Designee's approval of use of Catastrophic Reserves shall not automatically result in the disbursement of said funds. Rather, the Executive Director or their Designee's approval must be certified by a majority of the Rent Board Member's at a noticed Board Meeting. The certification shall be accompanied by a budget amendment confirming the nature of the emergency and authorizing the appropriation of reserve funds. Should a catastrophic event occur, the required reserve level of fifty percent (50%) of any remaining reserve balances after the Operating and Stability Reserve is sufficiently funded should be adequate to meet the Rent Board's financial needs. For instance, in the event of a natural disaster, the Catastrophic Reserve would provide necessary coverage for basic operating expenses, including costs of relocating of the Richmond Rent Program to another site if the current structure is destroyed and lease costs therein, while still meeting debt service obligations for approximately 90 days. This time frame would enable the Rent Board to seek other available cash alternatives.

COMPLIANCE:

The Rent Board will measure its compliance with this Policy as of June 30 of each year, or as soon as is practical after final year-end account information becomes available. During the course of the year, Rent Program staff members shall deliver to the Rent Board monthly variance reports, so that the Rent Board may closely monitor its revenues and expenditures to ensure Reserves are, or are projected to be, sufficiently funded and used only in accordance with this Policy.

If, based on staff's analysis and forecasting, the target level of Reserves is or is anticipated to be insufficient based upon the target levels established in this Policy, then during the annual budget process, Fund Balance levels shall be provided to the Rent Board as an agenda item for discussion. Should the projected year-end Fund Balance be below the minimum Reserve amount established by this Policy, a plan to replenish the Reserve shall be established based on the requirements outlined in this Policy.

FUNDING OF RESERVES:

Funding of all Reserve targets will generally come from committed funds, excess revenues over expenditures, or one-time revenues.

CONDITIONS FOR USE OF RESERVES:

It is the intent of the Rent Board to limit the use of all Reserves under this Policy to address unanticipated, non-recurring (one-time) needs. Reserves shall not normally be applied to recurring annual operating expenditures. Reserves may, however, be used to allow for the Rent Board to restructure its operations in a deliberate manner (as might be required in an economic downturn), but such use will only take place in the context of an adopted long-term financial plan.

ALLOCATION OF RESERVE FUNDS:

The Rent Board will allocate committed funds, excess revenues over expenditures, or one-time revenue to Reserves by June 30 of each year, or as soon as is practical after final year-end account information becomes available

PERIODIC REVIEW OF RESERVE TARGETS:

Compliance with these sections will be reviewed in conjunction with the annual budget process. At a minimum, during the annual budget process, Rent Program staff members shall review the current and three-year projected Reserves to ensure that they are appropriate given the economic and financial risk factors the Rent Board is subject to.

USE AND REPLENISHMENT OF FUNDS:

The Rent Board's discretionary use of the reserve balances shall be limited by the "Compliance" section of this Policy. Where the Rent Board exercises its direction and appropriates any Reserve Funds consistent with Section (2) of this Policy, the funds shall be replenished in a manner consistent with the following:

- (1) Reserve Funds may be allocated for one-time emergencies (or capital projects deemed appropriate by the Board) only; reserve funds are not to be used for ongoing expenses. Rent Board approval is required before any withdrawals from a reserve fund are initiated.
- (2) In no event shall the total amount of Reserve Funds, as described in Section (2) of this Policy, exceed twenty-five percent (25%) of the annual budget in any current year. Where the total

Reserve Funds either exceed twenty-five percent (25%) of the current year annual budget or are anticipated to exceed twenty-five percent (25%) of the following year's annual budget, the Executive Director or their Designee shall prioritize the use of the excess funds in reducing any subsequent Residential Rental Housing Fee proposal.

- (3) Notwithstanding Section (2), since the majority of Rental Housing Fee revenue is collected in the third and fourth period of the fiscal year (September and October) the Rent Board shall monitor its finances with the intent to end each fiscal year with a fund balance equivalent to a minimum of two months, and maximum of three months, of budgeted expenses for the next fiscal year. These funds shall not be considered part of the Rent Board's reserve balance.

Dated: February 17, 2021

Adopted by the Richmond Rent Board of the City of Richmond by the following vote:

AYES: Boardmembers, Conner, Finlay and Chair Maddock.

NOES: None.

ABSENT: Vice Chair Gerould.

ABSTENTIONS: None.

CYNTHIA SHAW
Cynthia Shaw, Rent Board Clerk

LAUREN MADDOCK
Lauren Maddock, Chair

Approved as to form:

CHARLES OSHINUGA
Charles Oshinuga, Rent Board Legal Counsel

ITEM G-2 ATTACHMENT 2

City of Richmond Rent Program
10-Year Financial Projections
As of April 2022

Object #	City Account Description	Historical Actuals			Projection											
		2018-19	2019-20	2020-21	2021-22 Actual to 3/31/22	2021-22 Projected	2021-22 Total	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
REVENUES																
340445	Fees/Admin Fees (a)	2,189,703	2,681,689	2,764,961	2,225,353	104,431	2,329,784	3,062,687	3,093,314	3,155,180	3,218,284	3,282,649	3,348,302	3,415,268	3,483,574	3,553,245
361701	Int & Invest/Pooled-All Other	367	11,537	6,096	3,668	1,542	5,210	14,000	14,280	14,566	14,857	15,154	15,457	15,766	16,082	16,403
364867	Revenue from Collections	133	13,042	24,796	17,426	10,206	27,632	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Total Revenues		2,190,203	2,706,268	2,795,854	2,246,447	116,179	2,362,626	3,106,687	3,137,594	3,199,746	3,263,141	3,327,803	3,393,759	3,461,035	3,529,655	3,599,648
EXPENSES																
Salaries & Wages																
400001	Salaries & Wages/Executive	530,092	639,594	649,356	501,534	175,535	677,069	724,848	739,345	754,132	769,214	784,598	800,290	816,296	832,622	849,275
400002	Salaries & Wages/Mgmt-Local 21	294,152	263,080	183,838	106,525	35,508	142,033	324,846	331,343	337,970	344,729	351,624	358,656	365,829	373,146	380,609
400003	Salaries & Wages/Local 1021	128,866	150,317	168,422	103,883	36,490	140,373	202,332	206,379	210,506	214,716	219,011	223,391	227,859	232,416	237,064
400006	Salaries & Wages/PT-Temp	49,557	45,905	32,244	25,690	9,970	35,660	35,776	36,492	37,221	37,966	38,725	39,500	40,290	41,095	41,917
400031	Overtime/General	4,778	2,094	1,312	1,251	542	1,793	2,500	2,550	2,601	2,653	2,706	2,760	2,815	2,872	2,929
400048	Other Pay/Bilingual Pay	6,993	9,064	9,719	5,854	1,956	7,810	11,172	11,395	11,623	11,856	12,093	12,335	12,581	12,833	13,090
400049	Other Pay/Auto Allowance	4,200	4,200	4,200	3,150	1,050	4,200	4,200	4,200	4,200	4,200	4,200	4,200	4,200	4,200	4,200
400050	Other Pay/Medical-In Lieu of	2,700	1,500	-	-	-	-	-	-	-	-	-	-	-	-	-
400058	OTHER PAY/Bonuses	-	-	-	34,200	-	34,200	-	-	-	-	-	-	-	-	-
400079	Comp Absences/WC-Prof-Mgt-Tec	1,486	5,328	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal - Salaries & Wages		1,022,823	1,121,084	1,049,091	782,086	261,052	1,043,138	1,305,674	1,331,703	1,358,253	1,385,334	1,412,957	1,441,132	1,469,871	1,499,184	1,529,084
Fringe Benefits																
400103	P-Roll Ben/Medicare Tax-ER Shr	14,937	16,389	15,313	11,377	3,801	15,178	18,207	18,570	18,940	19,318	19,703	20,096	20,497	20,905	21,322
400104	P-Roll Ben/PERS Benefits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
400105	P-Roll Ben/Health Insurance Be	146,557	136,575	128,611	117,105	42,264	159,369	232,291	236,922	241,645	246,463	251,378	256,390	261,503	266,718	272,038
400106	P-Roll Ben/Dental Insurance	16,652	17,021	17,534	9,858	3,408	13,265	17,520	17,869	18,226	18,589	18,960	19,338	19,723	20,117	20,518
400109	P-Roll Ben/Employee Assistance	430	473	422	198	43	241	216	220	225	229	234	238	243	248	253
400110	P-Roll Ben/Professional Dev-Mg	3,728	5,200	1,500	-	-	-	6,750	6,885	7,022	7,162	7,305	7,450	7,599	7,750	7,905
400111	P-Roll Ben/Vision	2,106	2,095	2,049	1,159	401	1,560	2,052	2,093	2,135	2,177	2,221	2,265	2,310	2,356	2,403
400112	P-Roll Ben/Life Insurance	5,557	4,006	3,433	4,911	835	3,326	4,139	4,222	4,306	4,392	4,479	4,568	4,660	4,752	4,847
400114	P-Roll Ben/Long Term Disabilit	9,408	10,100	9,259	5,566	1,309	6,875	12,342	12,588	12,839	13,095	13,356	13,622	13,894	14,171	14,454
400116	P-Roll Ben/Unemployment Ins	1,860	5,100	4,960	3,175	1,305	4,480	5,472	5,581	5,692	5,806	5,922	6,040	6,160	6,283	6,408
400117	P-Roll Ben/Personal/Prof Dev	750	1,493	1,500	-	-	-	2,250	2,295	2,341	2,387	2,435	2,483	2,533	2,583	2,635
400118	P-Roll Ben/Worker Comp-Injury Appt	-	-	692	-	-	-	-	-	-	-	-	-	-	-	-
400121	P-Roll Ben/Worker Comp-Clerica	13,806	12,154	14,541	5,886	2,040	7,926	24,001	24,479	24,968	25,465	25,973	26,491	27,019	27,558	28,108
400122	P-Roll Ben/Worker Comp-Prof	69,352	60,744	74,891	35,268	12,241	47,508	-	-	-	-	-	-	-	-	-
400124	P-Roll Ben/CON-MEDICL EE Share	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
400127	P-Roll Ben/OPEB	39,338	43,623	42,145	29,429	10,153	39,582	40,723	41,535	42,363	43,208	44,069	44,948	45,844	46,758	47,691
400130	P-Roll Ben/PARS Benefits	642	434	50	274	130	404	-	-	-	-	-	-	-	-	-
400149	P-Roll Ben/Misc	123,021	140,616	139,314	94,260	32,508	126,768	156,287	159,403	162,581	165,822	169,129	172,501	175,941	179,450	183,029
400151	P-Roll Ben/Misc (UAL)	162,985	235,683	271,234	192,396	64,905	257,301	287,268	292,995	298,836	304,795	310,872	317,071	323,394	329,843	336,422
Subtotal Fringe Benefits		611,127	691,706	727,447	508,443	175,340	683,783	809,518	825,656	842,117	858,907	876,033	893,502	911,320	929,494	948,032
Prof & Admin Services																
400201	Prof Svcs/Professional Svcs	32,112	38,241	10,957	7,491	4,166	11,657	143,455	146,324	149,251	152,236	155,280	158,386	161,554	164,785	168,080
400206	Prof Svcs/Legal Serv Cost	137,614	193,742	149,994	139,578	62,498	202,076	210,000	214,200	218,484	222,854	227,311	231,857	236,494	241,224	246,048
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	800	800	800	800	800	800	800
400261	Dues & Pub/Memberships & Dues	824	1,590	1,453	1,197	1,043	2,240	1,650	2,400	2,448	2,497	2,547	2,598	2,650	2,703	2,757
400263	Dues & Pub/Subscription	1,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-
400271	Ad & Promo/Advertising & Promo	1,559	2,106	1,702	3,928	3,087	7,016	800	816	832	849	866	883	901	919	937
400272	Ad & Promo/Advertising & Promo	1,563	1,722	-	-	-	-	-	-	-	-	-	-	-	-	-
400280	Adm Exp/Program Supplies	5,292	1,600	3,432	934	468	1,402	5,380	5,487	5,597	5,709	5,823	5,940	6,058	6,180	6,303
Subtotal Prof & Admin Services		185,563	239,819	169,680	153,128	71,262	224,390	362,085	370,027	377,412	384,944	392,627	400,464	408,457	416,610	424,926
Other Operating																
400231	Off Exp/Postage & Mailing	10,849	5,905	6,528	14,222	3,628	17,850	17,300	17,646	17,999	18,359	18,726	19,100	19,482	19,872	20,270
400232	Off Exp/Printing & Binding	12,071	3,295	3,428	735	175	910	24,404	24,892	25,390	25,898	26,416	26,944	27,483	28,033	28,593
400233	Off Exp/Copying & Duplicating	46	-	236	-	-	-	500	510	520	531	541	552	563	574	586
400304	Rental Exp/Equipment Rental	8,721	4,532	2,488	1,928	808	2,736	9,000	9,180	9,364	9,551	9,742	9,937	10,135	10,338	10,545
400321	Misc Exp/Misc Contrib	3,000	-	1,500	1,500	1,500	3,000	2,000	2,040	2,081	2,122	2,165	2,208	2,252	2,297	2,343
400322	Misc Exp/Misc Exp	3,061	2,262	-	173	-	173	2,000	2,040	2,081	2,122	2,165	2,208	2,252	2,297	2,343
400341	Off Supp/Office Supplies	8,721	6,024	1,891	5,802	3,022	8,824	5,000	5,100	5,202	5,306	5,412	5,520	5,631	5,743	5,858
400344	Off Supp/Computer Supplies	18	783	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal Other Operating		46,486	22,801	16,072	24,360	9,133	33,493	60,204	61,408	62,636	63,889	65,167	66,470	67,800	69,156	70,539
400401	Utilities/Tel & Telegraph	254	414	551	407	136	543	500	510	520	531	541	552	563	574	586
400538	Contract Svcs/Other Contract Svcs	-	-	103	150	150	301	-	-	-	-	-	-	-	-	-
400552	Prov Fr Ins Loss/Ins Gen Liab	8,029	8,765	9,047	8,991	1,076	10,067	9,300	9,486	9,676	9,869	10,067	10,268	10,473	10,683	10,896
400574	Cost Pool/(ISF)-Gen Liab	55,701	75,144	69,513	59,954	19,983	79,937	-	-	-	-	-	-	-	-	-
400586	Cost Pool/(CAP)-Admin Charges	51,454	51,454	51,454	39,361	13,120	52,481	-	-	-	-	-	-	-	-	-
400591	Cost Pool/(IND)/Civic Ctr Alloc															

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