



SPECIAL MEETING OF THE RENT BOARD OF THE CITY OF RICHMOND

**CITY COUNCIL CHAMBERS, COMMUNITY SERVICES BUILDING
440 Civic Center Plaza, Richmond, CA 94804**

**AGENDA
Wednesday, May 31, 2023**

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

Board Chair
Sara Cantor

Board Vice Chair
Karina Guadalupe

Boardmembers
Elaine Dockens
Tomas Espinoza
Jim Hite

NOTICE: SEATING IN THE CHAMBERS WILL BE LIMITED TO THE FIRST 39 PEOPLE AND MASKS ARE STRONGLY ENCOURAGED.

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. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, interpretation service or alternative format requested at least two days before the meeting. Requests should be emailed

to cynthia_shaw@ci.richmond.ca.us and rent@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.

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.

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REGULAR 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. RENT BOARD AS A WHOLE

- F-1. RECEIVE the Agenda Report and discuss the objective of the Fiscal Year 2023-24 Rent Program operating budget options and corresponding Rental Housing Fee and APPROVE Option B.

*Nicolas Traylor
Fred Tran*

- G. REPORTS OF OFFICERS/SCHEDULING
- H. ADJOURNMENT

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.

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AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: May 31, 2023

Final Decision Date Deadline: May 31, 2023

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 will prepare a proposed Fiscal Year 2023-24 Budget with the corresponding Rental Housing Fee for the Board's consideration. The purpose of this item is to receive feedback from the Board on the proposed Budget options as directed by the Board at the May 17, 2023, Regular Rent Board Meeting prior to its adoption by the July 1 deadline.

INDICATE APPROPRIATE BODY

- | | | | | |
|---|---|--|--|---|
| ☐ City Council | ☐ Redevelopment Agency | ☐ Housing Authority | ☐ Surplus Property Authority | ☐ Joint Powers Financing Authority |
| ☐ Finance Standing Committee | ☐ Public Safety Public Services Standing Committee | ☐ Local Reuse Authority | ☒ 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: RECEIVE the Agenda Report and discuss the objective of the Fiscal Year 2023-24 Rent Program operating budget options and corresponding Rental Housing Fee and APPROVE Option B (Nicolas Traylor/Fred Tran – 620-6564).

AGENDA ITEM NO:

F-1.

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AGENDA REPORT

DATE: May 31, 2023

TO: Chair Cantor and Members of the Rent Board

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

SUBJECT: PROPOSED FISCAL YEAR 2023-24 BUDGET AND FEE OPTIONS

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 will prepare a proposed Fiscal Year 2023-24 Budget with the corresponding Rental Housing Fee for the Board's consideration. The purpose of this item is to receive feedback from the Board on the proposed Budget options as directed by the Board at the May 17, 2023, Regular Rent Board Meeting prior to its adoption by the July 1 deadline.

RECOMMENDED ACTION:

RECEIVE the Agenda Report and discuss the objective of the Fiscal Year 2023-24 Rent Program operating budget options and corresponding Rental Housing Fee and APPROVE Option B (Nicolas Traylor/Fred Tran – 620-6564).

FISCAL IMPACT:

The estimated fiscal impact of the proposed budget options are as follows:

Budget Option A – Normal Board meeting monthly would result in a projected operating budget of \$3,010,115 and corresponding fees of \$221 for fully-covered Rental Units and \$125 for partially covered Rental Units (fees rounded up to the nearest dollar).

Budget Option B - Board meeting held every other month would result in a projected operating budget of \$2,967,115 and corresponding fees of \$217 for fully-covered Rental Units and \$123 for partially covered Rental Units (fees rounded up to the nearest dollar).

DISCUSSION:

Background

At the Regular Meeting of the Richmond Rent Board on May 17, 2023, the Rent Board directed staff to return providing the Board with budget options related to three areas:

1. Interpretation Services at Rent Board Meetings and Translation of Rent Program and Board Documents
2. Conducting “Hybrid” Rent Board Meetings (In-Person Board Meetings that are Simultaneously Streamed on Videoconferencing Platform (e.g., Zoom)
3. Develop Creative Outreach Strategies to Enhance and Education to the Community

1. Interpretation Services at Rent Board Meetings and Translation of Rent Board Documents

Interpretation Services – Costs:

Since its inception, the Rent Program has provided extensive interpretation and translation services for Richmond’s non-English speaking population. Interpretation services have mostly been utilized for Rent Board Hearings and Appeal Hearings. On average, the Rent Program spends \$7,000 annually on interpretation services in prior fiscal years. To provide interpretation services for all Rent Board meetings, an additional \$4,200 will need to be budgeted to provide one interpreter for three and half hours for 12 Regular Board Meetings and 2 Special Board Meetings. To provide two interpreters for 14 Board meetings, the cost would be approximately \$8,400 annually. Staff recommend only budgeting for 1 interpreter and allowing for a 15-minute break during the meetings. Staff also recommend budgeting \$3,000 for an interpreter’s booth, which will make it much easier for the Board and the public to understand the interpreter and the presenter, as it significantly reduces the voice of the interpreter in the meeting room (e.g., Council Chambers). The budgeted amount that was previously presented during May 17, 2023, meeting of \$15,000 would be increased by \$7,200 totaling \$22,200.

Translation of Rent Program and Rent Board Documents – Costs:

On average, the Rent Program spends \$7,000 annually to translate forms, outreach materials, workshop presentations, Hearing and Appeal documents as needed, among other documents. To translate all existing and future Rent Board and Rent Program documents, including Agenda Packets, will cost substantially more. Under the Rent Program’s current translation service contract, the cost is seven (7) cents per word. An estimate of the cost to translate all Rent Program and Rent Board documents into Spanish would be as follows:

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1. Translation of 14 Rent Board Agenda Packets would cost approximately \$2,500 per packet based on the average of 41,000 words for each agenda packet. This would amount to \$35,000 annually.
2. Translation of all Hearing Appeal records costs will be estimated based on the seven (7) cents per word quote for Appeal Hearings annually, per appeal documents submitted for each Rent Board meeting. The cost would include transcription and translation of the recording of the Hearing on appeal, the Hearing Examiner's decision, the legal recommendation by the Rent Board's General Counsel, and other associated attachments and documents.
3. Translation of existing Rent Board documents, including Rent Board regulations and resolutions, old Rent Board decisions and previous Rent Board Agenda Packets will need to be translated in Spanish.

The cost to translate the Hearing Appeal records and Rent Board documents (above numbers 2 and 3) is estimated to be \$60,000. The submitted appeals per month and Rent Board documents times the average per packet cost of \$2,500 multiplied by twelve months ($2 \times 12 \times \$2,500 = \$60,000$).

4. An additional Office Assistant would be required to assist with handling the increased workload. The additional Office Assistant duties would include, acting as assistant Board Clerk (taking minutes, managing public comment at Board meetings, preparing all Rent Board related documents for translation, arranging the logistics and set up of the bilingual Board meetings, assisting with the generation of Rent Board Agenda Packets, assisting the Hearing Coordinator with preparing for Rent Board Hearings, preparing all Rent Board Hearing and Appeal Hearing documents, and Hearing recordings for translation. Estimated annual salary is \$54,575.

Impact on Agency to Translate of all Rent Board Agenda Packets

Translating all Rent Board Agenda Packets (agenda, agenda reports, studies, attachments, etc.) will have a significant impact on staff and their ability to manage their normal work to additionally prepare for Rent Board meetings. It would also have an impact on the Board's ability to continue to perform at the same historical level.

Each month, staff must prepare a completed Agenda Packet, which includes Consent Items (Late Fee Waivers, Rent Program Financial Reports, Rent Program Activity Report, prior Board Meeting Minutes), and Rent Board Items (Agenda Reports on the Budget, proposed Regulations/Resolutions, adoption of the Annual Allowable Rent increase, policy recommendations to the City Council, Programmatic proposals, Annual Reports, Affordable Housing Reports and other reports and studies, among others. These Agenda Items must be posted to the public at least 72 hours prior to each Board meeting per the Brown Act. Additionally, the Rent Board holds Appeal Hearings upon submission of both parties, of which the documents must be published two weeks prior to each Board meeting. Translating all Rent Board meeting documents, including Appeal documents, and preparation for posting will require at least two weeks lead time prior to the Board meeting. This means that within a week after a Board meeting is held, staff would need to have all agenda items ready and prepared for

translation and posting, which is not feasible when conducting monthly Board meetings. Based on the number of agenda items staff have historically prepared and anticipate preparing for each Board meeting and the delay to translate all Rent Board meeting documents into Spanish, staff would be unable to (1) hold monthly meetings and (2) prepare the same number of agenda items at each Board meeting. Then there is the issue of being able to hold emergency or Special meetings (which only require 24 hours public notice) in a timely manner. On many occasions, the Rent Board has had to schedule Special Meetings with short notice to assure the Budget is adopted or to pass emergency related Regulations, resulting from the COVID-19 Pandemic and changes in the law. Instead of being able to schedule an emergency Special Meeting in as early as 24 hours, the soonest an emergency Special Meeting could be held would be anywhere from 5-10 days. Finally, staff are apprehensive that this increased workload may lead to burnout and attrition, both of which expose numerous concerns for the agency (increased Workers' Compensation cases and other legal burdens). For the reasons stated above, staff recommends the Rent Board hold meetings every other month, to be able to adequately prepare for Board meetings. In the early years of the Rent Board, it was vital to conduct monthly meetings, due to the sheer volume of work that needed to be accomplished. Now that the Rent Board and Rent Program have implemented the foundational work necessary to carry out its mission. The Board is not compelled to hold monthly meetings. In sum, due to the delay required to translate all pertinent Rent Board documents, the unreasonable work burden and stress placed on staff, reduced translation costs, among other reasons, holding monthly meetings where all required Rent Board documents are translated is not feasible. Staff, therefore recommend that, the Board to adopt to hold meetings every other monthly rather than monthly. If the Board elects to hold Board meetings every other month, the costs will be reduced by \$47,500.

Long-term Financial Impact of Translation Cost

To successfully fulfill the mission of the Rent Ordinance, Rent Program staff have a duty to protect the long-term financial viability of the agency. To be financially successful, the Rent Program must collect sufficient Rental Housing Fees to fund the full cost to administer to Program. As is the case with most fees, there is a balancing act that must occur between the reasonableness (affordability) of a fee and the ability to collect on those fees. If fees increase beyond what the payer of the fees can afford, the agency's ability to collect on the fee decreases. As the ability to collect becomes more challenging and the collection rate decreases, the likelihood of a budget deficit increases. Being that the Rent Board is an independent agency of the City of Richmond, whose funding is not tied to the City's General Fund, having a deficit will financially burden the Rent Program by increasing the likelihood of having to borrow funds from the General Fund, thus reducing the agency's ability to act independent of the City Council, City Manager, and City Attorney. If the Rent Board maintains the monthly Regular Rent Board Meeting schedule, an additional \$47,500 cost would be added to the Rent Program budget. Whether the Board meetings are held monthly or every other month, staff recommend adding an additional Office Assistant to support the increased workload on the Board Clerk, and Hearings staff related not only to the logistics of

conducting bilingual Board meetings, but also to support the Board's direction to conduct "hybrid" (e.g., Zoom/In-Person) meetings. The increased staffing cost for an additional Office Assistant would require adding \$54,575 to the Rent Program Budget. The resulting total cost for Budget Option Monthly Board meetings that have interpretation and translation would cost \$156,775, which will increase the Rental Housing Fee to \$221 and \$125 per unit. Considering that the COVID-19 Pandemic has resulted in many Richmond landlords struggling with keeping their business viable, which has already led to a decrease in our collect rate from 90-95% to 80-85%, staff anticipate this may contribute to a decrease the Program's collection rate (increasing the likelihood of future deficits).

Alternatives Option

One of the main reasons why the translation budget becomes so costly is that all documents that are published for the public in Spanish, would need to be done by a certified translator. The Board could elect to provide non-certified translation to Board members requesting translation, at little or no cost other than an increase in staff time. This alternative option would have bilingual Rent Program staff utilize no cost online translation services. There will be limited review and edits to the online translation prior to distributing to requesting Board members. Depending on the staff priorities, their normal work duties and demand, the level of review will be based on staff bandwidth at the time of the request. In this alternative, a certified Rent Board Agenda Packet translation would not be translated for posting to the public (the agenda itself could be translated in a certified manner for minimal costs as it is usually only 2-3 pages at most).

Rent Program staff could be directed by the Board to use the upcoming fiscal year to work towards the goal of eventually publicly publishing certified Rent Board documents. During the upcoming fiscal year, staff could also reissue a Request for Proposals (bid for services) to potentially lower the costs of translation services and explore other cost-saving measures.

Option B - Staff Recommendation on Cost Options - Board meeting held every other month

Staff recommend the Board to adopt translating all Rent Board documents, with a Board meeting held every other month. Below are several reasons that support the recommendation:

1. It makes it feasible to translate Board meetings agenda items in time to publish the agenda to the public.
2. It helps prevent staff burnout and attrition by allowing for achievable deadlines, while maintaining the high work product historically achieved by staff.
3. Reduces the cost of interpretation services from \$60,000 annually (12-14 meetings) \$47,500 to annually (6-7 meetings).

4. Mitigates spending increases in the budget and corresponding fees which supports the sustainability of the agency long term and higher collection rates.

2. Conducting “Hybrid” Rent Board Meetings (In-Person Board Meetings that are Simultaneously Streamed on Videoconferencing Platform (e.g., Zoom))

The costs to conduct hybrid meetings, allowing members of the public to attend in-person or through a video-streaming/meeting service are incorporated with the “Interpretation Services” (\$7,200 above) and hiring an additional Office Assistant (\$54,575 above Translation Costs # 4). The Office Assistant will also support the Rent Board Clerk during the hybrid Rent Board Meetings. The staff will monitor the video streaming platform (Zoom) and ensure coordination with the interpreter is continuous. Conducting hybrid meetings is feasible, with staff workload increasing to manage the video conference/stream meetings. Additional equipment is required for Board Members. The logistics will still need to be assessed with the City’s facilities, available City devices, and City staff. The Rent Program has requested the City’s IT Department to support the Rent Board meetings, similar to how they assist at City Council meetings. The Program was informed by the IT Department that they do not have the available staff bandwidth to assist the Rent Program. Each Rent Board Member will need to be provided with technology for video conferencing capabilities (able to speak and hear the interpretation). Laptops for each Board Member have been included in the Budget. Finally, staff will need to coordinate with the City’s IT staff to assure all available equipment works properly at each City facility.

3. Develop Creative Outreach Strategies to Enhance and Education to the Community

The Board directed staff to propose creative ways to conduct community outreach. The role of staff is to create and implement outreach activities that further the purpose of the Rent Ordinance. Prior to the COVID-19 Pandemic Rent Program staff developed a comprehensive outreach plan that was significantly impacted by the pandemic. In its decision making, the Board looks to staff to recommend how much to budget for outreach and education. Staff believe that the current budgeted amounts for outreach are adequate to achieve its Programmatic goals to date. Staff will require additional time to explore other types of creative strategies and the associated cost to budget for the new concepts and methods.

Conclusion and Proposed Actions

RECEIVE the Agenda Report and discuss the objective of the Fiscal Year 2023-24 Rent Program operating budget options and corresponding Rental Housing Fee and APPROVE Option B (Nicolas Traylor/Fred Tran – 620-6564).

DOCUMENTS ATTACHED:

ITEM F-1

Attachment 1 – Proposed Fiscal Year 2023-24 Budget – Option A

Attachment 2 – Proposed Fiscal Year 2023-24 Budget – Option B

Attachment 3 – Proposed Fiscal Year 2023-24 Budget - Presented May 17, 2023

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**ITEM F-1
ATTACHMENT 1**

	OPTION A		Type	# UNITS	Proposed Fee	Revenue	
			Fully-Covered	7,749	\$221	\$1,709,363	(a) + (b) + (c)
			Partially-Covered	10,385	\$125	\$1,300,751	(a) + (b)
			Total Units	18,134		\$3,010,115	
BUDGET							
Object #	City Account Description	FY 18-19 ACTUALS	FY 19-20 ACTUALS	FY 20-21 ACTUALS	FY 21-22 ACTUALS	FY 22-23 ADOPTED	FY 23-24 PROPOSED
	REVENUES						
340445	Fees/Admin Fees	2,189,703	2,681,689	2,764,961	2,332,429	3,062,687	3,010,115
361701	Int & Invest/Pooled-All Other	367	11,537	6,096	4,619	14,000	20,000
364867	Revenue from Collections & Other	133	13,042	24,796	19,641	30,000	50,000
	TOTAL REVENUES	2,190,203	2,706,268	2,795,854	2,356,688	3,106,687	3,080,115
	EXPENSES						
400001	Salaries & Wages/Executive	530,092	639,594	649,356	676,463	724,848	814,741
400002	Salaries & Wages/Mgmts.-Local 21	294,152	263,080	183,838	147,008	324,846	367,225
400003	Salaries & Wages/Local 1021	128,866	150,317	168,422	152,925	202,332	348,878
400006	Salaries & Wages/PT-Temp	49,557	45,905	32,244	35,234	35,776	37,565
400031	Overtime/General	4,778	2,094	1,312	1,793	2,500	2,500
400048	Other Pay/Bilingual Pay	6,993	9,064	9,719	7,910	11,172	11,470
400049	Other Pay/Auto Allowance	4,200	4,200	4,200	4,200	4,200	4,200
400050	Other Pay/Medical-In Lieu of	2,700	1,500	-	-	-	-
400079	Comp Absences/WC-Prof-Mgt-Tec	1,486	5,328	-	-	-	-
400058	OTHER PAY/Bonuses	-	-	-	34,200	-	-
	Subtotal - Salaries & Wages	1,022,823	1,121,084	1,049,091	1,059,732	1,305,674	1,586,579
400103	P-Roll Ben/Medicare Tax-ER Shor	14,937	16,389	15,313	15,435	18,207	20,774
400105	P-Roll Ben/Health Insurance Be	146,557	136,575	128,611	168,100	232,291	271,329
400106	P-Roll Ben/Dental Insurance	16,652	17,021	17,534	13,509	17,520	18,031
400109	P-Roll Ben/Employee Assistance	430	473	422	244	216	234
400110	P-Roll Ben/Professional Dev-Mg	3,728	5,200	1,500	250	6,750	7,500
400111	P-Roll Ben/Vision	2,106	2,095	2,049	1,588	2,052	2,158
400112	P-Roll Ben/Life Insurance	5,557	4,006	3,433	3,336	4,139	3,931
400114	P-Roll Ben/Long Term Disability	9,408	10,100	9,259	6,952	12,342	11,996
400116	P-Roll Ben/Unemployment Ins	1,860	5,100	4,960	4,440	5,472	5,928
400117	P-Roll Ben/Personal/Prof Dev	750	1,493	1,500	1,140	2,250	2,250
400118	P-Roll Ben/Worker Comp-Injury Appt	-	-	692	-	-	-
400121	P-Roll Ben/Worker Comp-Clerical	13,806	12,154	14,541	9,042	24,001	6,923
400122	P-Roll Ben/Worker Comp-Prof	69,352	60,744	74,891	47,762	-	-
400127	P-Roll Ben/OPEB	39,338	43,623	42,145	40,276	40,723	32,127
400130	P-Roll Ben/PARS Benefits	642	434	50	398	-	-
400149	P-Roll Ben/Misc.	123,021	140,616	139,314	128,986	156,287	186,975
400151	P-Roll Ben/Misc. (UAL)	162,985	235,683	271,234	252,844	287,268	309,894
	Subtotal Fringe Benefits	611,127	691,706	727,447	694,301	809,518	880,050
400201	Prof Svcs/Professional Svcs	32,112	38,241	10,957	10,460	143,455	232,600
400206	Prof Svcs/Legal Serv Cost	137,614	193,742	149,994	183,326	210,000	275,000
400220	Prof Svcs/Info Tech Services	2,375	-	2,142	2,205	-	-
400241	Travel & Trng/M 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
400261	Dues & Pub/Memberships & Dues	824	1,590	1,453	1,437	1,650	1,650
400263	Dues & Pub/Subscription	1,500	-	-	-	-	-
400271	Ad & Promo/Advertising & Promo Materials	1,559	2,106	1,702	3,928	800	800
400272	Ad & Promo/Community Events	1,563	1,722	-	-	-	-
400280	Adm Exp/Program Supplies	5,292	1,600	3,432	1,126	5,380	5,808
	Subtotal Prof & Admin Services	185,563	239,819	169,680	202,481	362,085	516,658
400231	Off Exp/Postage & Mailing	10,849	5,905	6,528	14,981	17,300	15,355
400232	Off Exp/Printing & Binding	12,071	3,295	3,428	735	24,404	15,425
400233	Off Exp/Copying & Duplicating	46	-	236	-	500	-

ITEM F-1 ATTACHMENT 1

400304	Rental Exp/Equipment Rental	8,721	4,532	2,488	2,554	9,000	9,000
400321	Misc. Exp/Misc. Contrib	3,000	-	1,500	1,500	2,000	2,000
400322	Misc. Exp/Misc. Exp	3,061	2,262	-	173	2,000	5,000
400341	Off Supp/Office Supplies	8,721	6,024	1,891	6,457	5,000	5,000
400344	Off Supp/Computer Supplies	18	783	-	-	-	-
	Subtotal Other Operating	46,486	22,801	16,072	26,400	60,204	51,780
400121	Carry forward from FY 2022-23 - System	-	-	-	-	-	(100,000)
400401	Utilities/Tel & Telegraph	254	414	551	498	500	500
400538	Contract Svcs/Other Contract Svcs	-	-	103	150	-	-
400552	Prov Fr Ins Loss/Ins Gen Liab	8,029	8,765	9,047	8,991	9,300	9,300
400574	Cost Pool/(ISF)-Gen Liab	55,701	75,144	69,513	79,937	-	-
400586	Cost Pool/(CAP)-Admin Charges	51,454	51,454	51,454	52,481	-	-
400591	Cost Pool/(IND)Civic Ctr Alloc	52,420	47,026	50,289	50,286	48,217	60,248
400601	Noncap Asst/Comp Hardware<5K	-	6,526	-	-	-	5,000
400604	Noncap Asst/Furniture <5K	13,328	-	-	-	-	-
	TOTAL EXPENSES	2,047,186	2,264,738	2,143,246	2,175,258	2,595,497	3,010,115
	NET BUDGET BALANCE	143,017	441,530	652,608	181,431	511,190	70,000

**ITEM F-1
ATTACHMENT 2**

	OPTION B		Type	# UNITS	Proposed Fee	Revenue	
			Fully-Covered	7,749	\$217	\$1,684,832	(a) + (b) + (c)
			Partially-Covered	10,385	\$123	\$1,282,282	(a) + (b)
			Total Units	18,134		\$2,967,115	
BUDGET							
Object #	City Account Description	FY 18-19 ACTUALS	FY 19-20 ACTUALS	FY 20-21 ACTUALS	FY 21-22 ACTUALS	FY 22-23 ADOPTED	FY 23-24 PROPOSED
	REVENUES						
340445	Fees/Admin Fees	2,189,703	2,681,689	2,764,961	2,332,429	3,062,687	2,967,115
361701	Int & Invest/Pooled-All Other	367	11,537	6,096	4,619	14,000	20,000
364867	Revenue from Collections & Other	133	13,042	24,796	19,641	30,000	50,000
	TOTAL REVENUES	2,190,203	2,706,268	2,795,854	2,356,688	3,106,687	3,037,115
	EXPENSES						
400001	Salaries & Wages/Executive	530,092	639,594	649,356	676,463	724,848	814,741
400002	Salaries & Wages/Mgmts.-Local 21	294,152	263,080	183,838	147,008	324,846	367,225
400003	Salaries & Wages/Local 1021	128,866	150,317	168,422	152,925	202,332	348,878
400006	Salaries & Wages/PT-Temp	49,557	45,905	32,244	35,234	35,776	37,565
400031	Overtime/General	4,778	2,094	1,312	1,793	2,500	2,500
400048	Other Pay/Bilingual Pay	6,993	9,064	9,719	7,910	11,172	11,470
400049	Other Pay/Auto Allowance	4,200	4,200	4,200	4,200	4,200	4,200
400050	Other Pay/Medical-In Lieu of	2,700	1,500	-	-	-	-
400079	Comp Absences/WC-Prof-Mgt-Tec	1,486	5,328	-	-	-	-
400058	OTHER PAY/Bonuses	-	-	-	34,200	-	-
	Subtotal - Salaries & Wages	1,022,823	1,121,084	1,049,091	1,059,732	1,305,674	1,586,579
400103	P-Roll Ben/Medicare Tax-ER Shor	14,937	16,389	15,313	15,435	18,207	20,774
400105	P-Roll Ben/Health Insurance Be	146,557	136,575	128,611	168,100	232,291	271,329
400106	P-Roll Ben/Dental Insurance	16,652	17,021	17,534	13,509	17,520	18,031
400109	P-Roll Ben/Employee Assistance	430	473	422	244	216	234
400110	P-Roll Ben/Professional Dev-Mg	3,728	5,200	1,500	250	6,750	7,500
400111	P-Roll Ben/Vision	2,106	2,095	2,049	1,588	2,052	2,158
400112	P-Roll Ben/Life Insurance	5,557	4,006	3,433	3,336	4,139	3,931
400114	P-Roll Ben/Long Term Disability	9,408	10,100	9,259	6,952	12,342	11,996
400116	P-Roll Ben/Unemployment Ins	1,860	5,100	4,960	4,440	5,472	5,928
400117	P-Roll Ben/Personal/Prof Dev	750	1,493	1,500	1,140	2,250	2,250
400118	P-Roll Ben/Worker Comp-Injury Appt	-	-	692	-	-	-
400121	P-Roll Ben/Worker Comp-Clerical	13,806	12,154	14,541	9,042	24,001	6,923
400122	P-Roll Ben/Worker Comp-Prof	69,352	60,744	74,891	47,762	-	-
400127	P-Roll Ben/OPEB	39,338	43,623	42,145	40,276	40,723	32,127
400130	P-Roll Ben/PARS Benefits	642	434	50	398	-	-
400149	P-Roll Ben/Misc.	123,021	140,616	139,314	128,986	156,287	186,975
400151	P-Roll Ben/Misc. (UAL)	162,985	235,683	271,234	252,844	287,268	309,894
	Subtotal Fringe Benefits	611,127	691,706	727,447	694,301	809,518	880,050
400201	Prof Svcs/Professional Svcs	32,112	38,241	10,957	10,460	143,455	185,100
400206	Prof Svcs/Legal Serv Cost	137,614	193,742	149,994	183,326	210,000	275,000
400220	Prof Svcs/Info Tech Services	2,375	-	2,142	2,205	-	-
400241	Travel & Trng/M 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
400261	Dues & Pub/Memberships & Dues	824	1,590	1,453	1,437	1,650	1,650
400263	Dues & Pub/Subscription	1,500	-	-	-	-	4,500
400271	Ad & Promo/Advertising & Promo Materials	1,559	2,106	1,702	3,928	800	800
400272	Ad & Promo/Community Events	1,563	1,722	-	-	-	-
400280	Adm Exp/Program Supplies	5,292	1,600	3,432	1,126	5,380	5,808
	Subtotal Prof & Admin Services	185,563	239,819	169,680	202,481	362,085	473,658
400231	Off Exp/Postage & Mailing	10,849	5,905	6,528	14,981	17,300	15,355
400232	Off Exp/Printing & Binding	12,071	3,295	3,428	735	24,404	15,425
400233	Off Exp/Copying & Duplicating	46	-	236	-	500	-

ITEM F-1
ATTACHMENT 2

400304	Rental Exp/Equipment Rental	8,721	4,532	2,488	2,554	9,000	9,000
400321	Misc. Exp/Misc. Contrib	3,000	-	1,500	1,500	2,000	2,000
400322	Misc. Exp/Misc. Exp	3,061	2,262	-	173	2,000	5,000
400341	Off Supp/Office Supplies	8,721	6,024	1,891	6,457	5,000	5,000
400344	Off Supp/Computer Supplies	18	783	-	-	-	-
	Subtotal Other Operating	46,486	22,801	16,072	26,400	60,204	51,780
400121	Carry forward from FY 2022-23 - System	-	-	-	-	-	(100,000)
400401	Utilities/Tel & Telegraph	254	414	551	498	500	500
400538	Contract Svcs/Other Contract Svcs	-	-	103	150	-	-
400552	Prov Fr Ins Loss/Ins Gen Liab	8,029	8,765	9,047	8,991	9,300	9,300
400574	Cost Pool/(ISF)-Gen Liab	55,701	75,144	69,513	79,937	-	-
400586	Cost Pool/(CAP)-Admin Charges	51,454	51,454	51,454	52,481	-	-
400591	Cost Pool/(IND)Civic Ctr Alloc	52,420	47,026	50,289	50,286	48,217	60,248
400601	Noncap Asst/Comp Hardware<5K	-	6,526	-	-	-	5,000
400604	Noncap Asst/Furniture <5K	13,328	-	-	-	-	-
	TOTAL EXPENSES	2,047,186	2,264,738	2,143,246	2,175,258	2,595,497	2,967,115
	NET BUDGET BALANCE	143,017	441,530	652,608	181,431	511,190	70,000

**ITEM F-1
ATTACHMENT 3**

	Presented May 17, 2023		Type	# UNITS	Proposed Fee	Revenue	
			Fully-Covered	7,749	\$202	\$1,566,719	(a) + (b) + (c)
			Partially-Covered	10,385	\$115	\$1,193,357	(a) + (b)
			Total Units	18,134		\$2,760,075	
BUDGET							
Object #	City Account Description	FY 18-19 ACTUALS	FY 19-20 ACTUALS	FY 20-21 ACTUALS	FY 21-22 ACTUALS	FY 22-23 ADOPTED	FY 23-24 PROPOSED
	REVENUES						
340445	Fees/Admin Fees	2,189,703	2,681,689	2,764,961	2,332,429	3,062,687	2,760,075
361701	Int & Invest/Pooled-All Other	367	11,537	6,096	4,619	14,000	20,000
364867	Revenue from Collections & Other	133	13,042	24,796	19,641	30,000	50,000
	TOTAL REVENUES	2,190,203	2,706,268	2,795,854	2,356,688	3,106,687	2,830,075
	EXPENSES						
400001	Salaries & Wages/Executive	530,092	639,594	649,356	676,463	724,848	763,257
400002	Salaries & Wages/Mgmts.-Local 21	294,152	263,080	183,838	147,008	324,846	353,101
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400031	Overtime/General	4,778	2,094	1,312	1,793	2,500	2,500
400048	Other Pay/Bilingual Pay	6,993	9,064	9,719	7,910	11,172	11,470
400049	Other Pay/Auto Allowance	4,200	4,200	4,200	4,200	4,200	4,200
400050	Other Pay/Medical-In Lieu of	2,700	1,500	-	-	-	-
400079	Comp Absences/WC-Prof-Mgt-Tec	1,486	5,328	-	-	-	-
400058	OTHER PAY/Bonuses	-	-	-	34,200	-	-
	Subtotal - Salaries & Wages	1,022,823	1,121,084	1,049,091	1,059,732	1,305,674	1,440,739
400103	P-Roll Ben/Medicare Tax-ER Shor	14,937	16,389	15,313	15,435	18,207	20,774
400105	P-Roll Ben/Health Insurance Be	146,557	136,575	128,611	168,100	232,291	271,329
400106	P-Roll Ben/Dental Insurance	16,652	17,021	17,534	13,509	17,520	18,031
400109	P-Roll Ben/Employee Assistance	430	473	422	244	216	234
400110	P-Roll Ben/Professional Dev-Mg	3,728	5,200	1,500	250	6,750	7,500
400111	P-Roll Ben/Vision	2,106	2,095	2,049	1,588	2,052	2,158
400112	P-Roll Ben/Life Insurance	5,557	4,006	3,433	3,336	4,139	3,931
400114	P-Roll Ben/Long Term Disability	9,408	10,100	9,259	6,952	12,342	11,996
400116	P-Roll Ben/Unemployment Ins	1,860	5,100	4,960	4,440	5,472	5,928
400117	P-Roll Ben/Personal/Prof Dev	750	1,493	1,500	1,140	2,250	2,250
400118	P-Roll Ben/Worker Comp-Injury Appt	-	-	692	-	-	-
400121	P-Roll Ben/Worker Comp-Clerical	13,806	12,154	14,541	9,042	24,001	6,923
400122	P-Roll Ben/Worker Comp-Prof	69,352	60,744	74,891	47,762	-	-
400127	P-Roll Ben/OPEB	39,338	43,623	42,145	40,276	40,723	32,127
400130	P-Roll Ben/PARS Benefits	642	434	50	398	-	-
400149	P-Roll Ben/Misc.	123,021	140,616	139,314	128,986	156,287	186,975
400151	P-Roll Ben/Misc. (UAL)	162,985	235,683	271,234	252,844	287,268	309,894
	Subtotal Fringe Benefits	611,127	691,706	727,447	694,301	809,518	880,050
400201	Prof Svcs/Professional Svcs	32,112	38,241	10,957	10,460	143,455	133,400
400206	Prof Svcs/Legal Serv Cost	137,614	193,742	149,994	183,326	210,000	275,000
400220	Prof Svcs/Info Tech Services	2,375	-	2,142	2,205	-	-
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
400261	Dues & Pub/Memberships & Dues	824	1,590	1,453	1,437	1,650	1,650
400263	Dues & Pub/Subscription	1,500	-	-	-	-	-
400271	Ad & Promo/Advertising & Promo Materials	1,559	2,106	1,702	3,928	800	800
400272	Ad & Promo/Community Events	1,563	1,722	-	-	-	-
400280	Adm Exp/Program Supplies	5,292	1,600	3,432	1,126	5,380	5,808
	Subtotal Prof & Admin Services	185,563	239,819	169,680	202,481	362,085	417,458
400231	Off Exp/Postage & Mailing	10,849	5,905	6,528	14,981	17,300	15,355
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ITEM F-1
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400322	Misc. Exp/Misc. Exp	3,061	2,262	-	173	2,000	2,000
400341	Off Supp/Office Supplies	8,721	6,024	1,891	6,457	5,000	5,000
400344	Off Supp/Computer Supplies	18	783	-	-	-	-
	Subtotal Other Operating	46,486	22,801	16,072	26,400	60,204	48,780
400121	Carry forward from FY 2022-23 - System	-	-	-	-	-	(100,000)
400401	Utilities/Tel & Telegraph	254	414	551	498	500	500
400538	Contract Svcs/Other Contract Svcs	-	-	103	150	-	-
400552	Prov Fr Ins Loss/Ins Gen Liab	8,029	8,765	9,047	8,991	9,300	9,300
400574	Cost Pool/(ISF)-Gen Liab	55,701	75,144	69,513	79,937	-	-
400586	Cost Pool/(CAP)-Admin Charges	51,454	51,454	51,454	52,481	-	-
400591	Cost Pool/(IND)Civic Ctr Alloc	52,420	47,026	50,289	50,286	48,217	60,248
400601	Noncap Asst/Comp Hardware<5K	-	6,526	-	-	-	3,000
400604	Noncap Asst/Furniture <5K	13,328	-	-	-	-	-
	TOTAL EXPENSES	2,047,186	2,264,738	2,143,246	2,175,258	2,595,497	2,760,075
	NET BUDGET BALANCE	143,017	441,530	652,608	181,431	511,190	70,000