

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: June 28, 2024

Final Decision Date Deadline: June 28, 2024

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> | |

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|---|--|---------------------------------|
| <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 for the Operating and Stability Reserve and the maximum remaining for the Catastrophic Legal Event Reserve and Catastrophic Reserve as described in the Reserve Policy – Rent Program (Nicolas Traylor/Fred Tran 620-6564). ***This item was continued from the June 17, 2024, Regular Rent Board Meeting.***

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AGENDA REPORT

DATE: June 28, 2024

TO: Chair Cantor 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 for the Operating and Stability Reserve and the maximum remaining for the Catastrophic Legal Event Reserve and Catastrophic Reserve 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

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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.” 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.

Updated City Cost Pool / Fringe Benefits Transfer

At the May 15, 2024 Regular Rent Board Meeting, Andrea Miller, CPFO, Director of Finance, stated Cost Pool charges will be offset with a transfer (Subsidy) for the current fiscal year 2023-24 and next fiscal year 2024-25. The Rent Program will not be

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expending any funds to recover the Cost Pool charges, one hundred percent (100%) of the transfer will be City funded. She stressed that it will be pending City Council approval. The Subsidy will not be required to be paid back as a loan with any interest bearing, it will be considered a transfer from the City to the Rent Program to offset those Cost Pool charges.

The City had originally budgeted an amount of \$150,000 for a transfer to the Rent Program for Cost Pool-General Liability Insurance. At the May 28, 2024 City Council Meeting, Item P.2.a Resolution No. 46-24 (Attachment 3) was adopted to appropriate an additional \$288,726 from the General Fund for Workers' Compensation Insurance, Civic Center Rent, and Cost Pool Administrative Charges for fiscal year 2023-24 totaling \$438,726. Staff confirmed the transfer was completed to the Rent Program from the City on June 21, 2024. The Year-To-Date Budget Report was run by staff and Finance had recorded an entry of a credit in the amount of \$288,726 in June, Period 12 of FY2023-24 to Object #391994 Transfer In from General Fund.

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 requires that any amount in excess of the Reserve maximum cap be used to reduce future Rental Housing Fees.

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.

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

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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 Target Level

Name	Purpose	Target Level	Target Level (\$) (based on FY 23/24 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 (Adopted Budget \$3,004,698)	Target: \$540,846 Current balance: \$492,944
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:\$105,164 Current balance: \$74,489
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:\$105,164 Current balance: \$74,489

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 2023-24 and maintain a starting balance in Fiscal Year 2024-25 equivalent to at least two months of budgeted operating expenses. The current fiscal year includes the transfer from the City in the amount of \$288,726. Table 2 contains a summary of the figures relied upon to reach the requirements of the reserve balances.

Table 2. Financial Projections and Proposed Contribution to Reserves

Category	Amount
Current Revenues (FY 2023-24 Actual as of end of May 2024)	\$2,905,170
Current Expenditures (FY 2023-24 Actual as of end of May 2024)	\$2,708,438
Starting Fund Balance-Beginning FY 2023-24 Financial Projection¹	\$650,067
Projected Revenues (FY 2023-24 Projected through end of Q4)²	\$2,935,170
Projected Expenditures (FY 2023-24 Projected through end of Q4)³	\$2,717,962
Projected Surplus (Ending FY 2023-24)	\$217,208
Proposed FY 2023-24 Contribution to Reserves	\$109,252
<i>Proposed Contribution to Operating and Stability Reserve</i>	<i>\$47,902</i>
<i>Proposed Contribution to Catastrophic Legal Event Reserve</i>	<i>\$30,675</i>
<i>Proposed Contribution to Catastrophic Reserve</i>	<i>\$30,675</i>
Starting Fund Balance (Beginning FY 2024-25)	\$758,022

Reserve Balance – After Contribution:

<i>Operating and Stability Reserve balance after proposed funding:</i>	<i>\$540,846</i>
<i>Catastrophic Legal Event Reserve balance after proposed funding:</i>	<i>\$105,164</i>
<i>Catastrophic Reserve balance after proposed funding:</i>	<i>\$105,164</i>
Total Reserve Balance	\$751,174

RECOMMENDED ACTION:

Staff recommend that the Rent Board authorize replenishing the reserves to a minimum of eighteen percent (18%) of current year budgeted expenditures for the Operating and Stability Reserve and the maximum remaining for the Catastrophic Legal Event Reserve and Catastrophic Reserve as described in the Reserve Policy (Attachment 1) and amounts proposed in Table 1 and 2 above.

DOCUMENTS ATTACHED:

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

Attachment 2 – 10-Year Financial Projection

Attachment 3 – City of Richmond Resolution No. 46-24 Approved Proposed Budget Adjustments

¹ Includes True ups from prior years' Budgeted amounts to actuals for Historical Actual fiscal years.

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

³ Projected expenditures based on the 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.

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

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ATTACHMENT 2**

**City of Richmond Rent Program
10-Year Financial Projections**

Object #	City Account Description	Historical Actuals					Actual	Projected	
		2018-19	2019-20	2020-21	2021-22	2022-23	2023-24 As of 5/31/24	2023-24 June 2024	2023-24 FY End
	REVENUES								
340445	Fees/Admin Fees (a)	2,189,703	2,681,689	2,764,961	2,332,429	2,553,651	2,806,948	25,000	2,831,948
361701	Int & Invest/Pooled-All Other	367	11,537	6,096	9,894	31,647	71,972	3,000	74,972
364867	Revenue from Collections	133	13,042	24,796	14,366	50,078	26,250	2,000	28,250
	Total Revenues	2,190,203	2,706,268	2,795,854	2,356,688	2,635,376	2,905,170	30,000	2,935,170
	EXPENSES								
	Salaries & Wages								
400001	Salaries & Wages/Executive	530,092	639,594	649,356	676,463	764,496	799,648	80,258	879,906
400002	Salaries & Wages/Mgmt-Local 21	294,152	263,080	183,838	147,008	307,266	363,914	35,949	399,863
400003	Salaries & Wages/Local 1021	128,866	150,317	168,422	152,925	208,948	225,942	29,260	255,202
400006	Salaries & Wages/PT-Temp	49,557	45,905	32,244	35,234	21,447	44,994	5,655	50,649
400031	Overtime/General	4,778	2,094	1,312	1,793	802	454	103	557
400048	Other Pay/Bilingual Pay	6,993	9,064	9,719	7,910	10,713	11,930	939	12,869
400049	Other Pay/Auto Allowance	4,200	4,200	4,200	4,200	4,200	3,850	350	4,200
400050	Other Pay/Medical-In Lieu of	2,700	1,500	-	-	-	15,751	-	15,751
400053/8	Pension Credits / OTHER PAY/Bonuses	-	-	-	34,200	-	2,000	1,527	3,527
400079	Comp Absences/WC-Prof-Mgt-Tec	1,486	5,328	-	-	-	-	-	-
	Subtotal - Salaries & Wages	1,022,823	1,121,084	1,049,091	1,059,732	1,317,872	1,468,482	154,041	1,622,524
	Fringe Benefits								
400103	P-Roll Ben/Medicare Tax-ER Shr	14,937	16,389	15,313	15,435	19,219	21,146	2,217	23,362
400105	P-Roll Ben/Health Insurance Be	146,557	136,575	128,611	168,100	238,838	241,378	24,163	265,540
400106	P-Roll Ben/Dental Insurance	16,652	17,021	17,534	13,509	16,624	15,492	1,619	17,110
400109	P-Roll Ben/Employee Assistance	430	473	422	244	217	205	21	226
400110	P-Roll Ben/Professional Dev-Mg	3,728	5,200	1,500	250	1,500	1,297	2,250	3,547
400111	P-Roll Ben/Vision	2,106	2,095	2,049	1,588	1,985	1,859	194	2,053
400112	P-Roll Ben/Life Insurance	5,557	4,006	3,433	3,336	3,884	3,612	337	3,950
400114	P-Roll Ben/Long Term Disabilit	9,408	10,100	9,259	6,952	6,472	7,272	754	8,026
400116	P-Roll Ben/Unemployment Ins	1,860	5,100	4,960	4,440	6,042	6,346	646	6,992
400117	P-Roll Ben/Personal/Prof Dev	750	1,493	1,500	1,140	2,250	430	-	430
400118	P-Roll Ben/Worker Comp-Injury Appt	-	-	692	-	-	-	-	-
400121	P-Roll Ben/Worker Comp-Clerica	13,806	12,154	14,541	9,042	14,807	10,212	1,338	11,550
400122	P-Roll Ben/Worker Comp-Prof	69,352	60,744	74,891	47,762	72,880	102,392	10,172	112,564
400127	P-Roll Ben/OPEB	39,338	43,623	42,145	40,276	34,620	22,463	2,222	24,685
400130	P-Roll Ben/PARS Benefits	642	434	50	398	280	586	75	661
400149	P-Roll Ben/Misc	123,021	140,616	139,314	128,986	162,492	193,911	20,336	214,246
400151	P-Roll Ben/Misc (UAL)	162,985	235,683	271,234	252,844	282,084	222,186	22,761	244,947
	Subtotal Fringe Benefits	611,127	691,706	727,447	694,301	864,195	850,785	89,104	939,890
	Prof & Admin Services								
400201	Prof Svcs/Professional Svcs	32,112	38,241	10,957	10,460	12,649	17,567	5,000	22,567
400206	Prof Svcs/Legal Serv Cost	137,614	193,742	149,994	183,326	164,576	166,660	16,666	183,326
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	-	-	3,250	1,556	500	2,056
400261	Dues & Pub/Memberships & Dues	824	1,590	1,453	1,437	1,689	649	-	649
400263	Dues & Pub/Subscription	1,500	-	-	-	-	-	-	-
400271	Ad & Promo/Advertising & Promo	1,559	2,106	1,702	3,928	649	1	-	1
400272	Ad & Promo/Advertising & Promo	1,563	1,722	-	-	-	-	-	-
400280	Adm Exp/Program Supplies	5,292	1,600	3,432	1,126	4,374	4,639	700	5,339
	Subtotal Prof & Admin Services	185,563	239,819	169,680	202,481	187,187	191,071	22,866	213,937
	Other Operating								
400231	Off Exp/Postage & Mailing	10,849	5,905	6,528	14,981	5,794	9,177	6,000	15,177
400232	Off Exp/Printing & Binding	12,071	3,295	3,428	735	2,377	5,159	10,000	15,159
400233	Off Exp/Copying & Duplicating	46	-	236	-	-	-	-	-
400304	Rental Exp/Equipment Rental	8,721	4,532	2,488	2,554	3,255	2,869	-	2,869
400321	Misc Exp/Misc Contrib	3,000	-	1,500	1,500	-	-	-	-
400322	Misc Exp/Misc Exp	3,061	2,262	-	173	-	1,932	500	2,432
400338	Recognition & Awards	-	-	-	-	-	-	-	-
400341	Off Supp/Office Supplies	8,721	6,024	1,891	6,457	627	4,276	700	4,976
400344	Off Supp/Computer Supplies	18	783	-	-	6,316	-	-	-
	Subtotal Other Operating	46,486	22,801	16,072	26,400	18,369	23,414	17,200	40,614
400401	Utilities/Tel & Telegraph	254	414	551	498	-	-	-	-
400538	Contract Svcs/Other Contract Svcs	-	-	103	150	112	56	-	56
400552	Prov Fr Ins Loss/Ins Gen Liab	8,029	8,765	9,047	8,991	9,163	9,195	-	9,195
400574	Cost Pool/(ISF)-Gen Liab	55,701	75,144	69,513	79,937	83,934	199,599	18,145	217,744
400586	Cost Pool/(CAP)-Admin Charges	51,454	51,454	51,454	52,481	52,481	48,108	4,373	52,481
400591	Cost Pool/(IND)Civic Ctr Alloc	52,420	47,026	50,289	50,286	48,217	55,227	5,021	60,248
400601/4	Noncap Asst/Comp Hrdware	13,328	6,526	-	-	-	-	-	-
391994	TRANSFER IN/From Gen Fund	-	-	-	-	-	(137,500)	(301,226)	(438,726)
	TOTAL EXPENSES	2,047,186	2,264,738	2,143,246	2,175,258	2,581,530	2,708,438	9,525	2,717,962
	Net Operating Surplus (Deficit)	143,017	441,530	652,608	181,430	53,846	196,732	20,475	217,206
	Starting Fund Balance	178	125,341	509,296	425,157	650,067	-	-	-
	Annual Contribution to Reserves	-	-	500,000	25,354	116,569	-	-	109,252
	RESERVE BALANCE \$	55,339	-	500,000	525,354	641,922	-	-	751,174
	RESERVE BALANCE %	-	-	23%	24%	25%	-	-	25%
	<i>Minimum Necessary Starting Fund Balance</i>				362,543	430,255			549,835

10 Year Projected									
2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34
Proposed									
3,299,011	3,421,488	3,550,365	3,689,690	3,835,392	3,987,789	4,147,212	4,314,010	4,488,549	4,671,215
50,000	51,000	52,020	53,060	54,122	55,204	56,308	57,434	58,583	59,755
50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
3,399,011	3,522,488	3,652,385	3,792,750	3,939,514	4,092,993	4,253,520	4,421,444	4,597,132	4,780,969
984,703	1,033,939	1,085,635	1,139,917	1,196,913	1,256,759	1,319,597	1,385,577	1,454,855	1,527,598
467,164	490,522	515,048	540,801	567,841	596,233	626,044	657,346	690,214	724,724
360,875	378,919	397,865	417,758	438,646	460,578	483,607	507,787	533,177	559,835
47,000	49,350	51,818	54,408	57,129	59,985	62,984	66,134	69,440	72,912
2,500	2,625	2,756	2,894	3,039	3,191	3,350	3,518	3,694	3,878
14,289	15,003	15,753	16,541	17,368	18,236	19,148	20,106	21,111	22,167
4,200	4,200	4,200	4,200	4,200	4,200	4,200	4,200	4,200	4,200
-	-	-	-	-	-	-	-	-	-
19,694	20,679	21,713	28,498	35,907	43,987	52,784	62,351	72,743	84,018
-	-	-	-	-	-	-	-	-	-
1,900,425	1,995,236	2,094,788	2,205,017	2,321,042	2,443,168	2,571,715	2,707,018	2,849,434	2,999,333
26,457	26,986	27,526	28,076	28,638	29,211	29,795	30,391	30,999	31,619
326,838	333,375	340,042	346,843	353,780	360,856	368,073	375,434	382,943	390,602
19,418	19,806	20,202	20,607	21,019	21,439	21,868	22,305	22,751	23,206
252	257	262	267	273	278	284	289	295	301
6,750	6,885	7,023	7,163	7,306	7,453	7,602	7,754	7,909	8,067
2,324	2,370	2,418	2,466	2,516	2,566	2,617	2,670	2,723	2,777
4,047	4,128	4,210	4,295	4,381	4,468	4,558	4,649	4,742	4,837
13,025	13,286	13,551	13,822	14,099	14,381	14,668	14,962	15,261	15,566
6,384	6,512	6,642	6,775	6,910	7,048	7,189	7,333	7,480	7,629
3,750	3,825	3,902	3,980	4,059	4,140	4,223	4,308	4,394	4,482
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
81,614	83,247	84,912	86,610	88,342	90,109	91,911	93,749	95,624	97,537
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
240,175	244,979	249,878	254,876	259,973	265,173	270,476	275,886	281,403	287,031
274,260	279,745	285,340	291,047	296,868	302,805	308,861	315,039	321,339	327,766
1,005,294	1,025,400	1,045,908	1,066,826	1,088,163	1,109,926	1,132,125	1,154,767	1,177,862	1,201,420
90,700	92,514	94,364	96,252	98,177	100,140	102,143	104,186	106,270	108,395
275,000	280,500	286,110	291,832	297,669	303,622	309,695	315,889	322,206	328,650
2,500	2,550	2,601	2,653	2,706	2,760	2,815	2,872	2,929	2,988
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	800	800	800	800	800	800	800	800
2,025	2,066	2,107	2,149	2,192	2,236	2,280	2,326	2,373	2,420
7,500	7,650	7,803	7,959	8,118	8,281	8,446	8,615	8,787	8,963
3,000	3,060	3,121	3,184	3,247	3,312	3,378	3,446	3,515	3,585
-	-	-	-	-	-	-	-	-	-
6,881	7,019	7,159	7,302	7,448	7,597	7,749	7,904	8,062	8,224
387,606	395,358	404,065	412,131	420,357	428,749	437,308	446,038	454,942	464,025
30,000	30,600	31,212	31,836	32,473	33,122	33,785	34,461	35,150	35,853
30,000	30,600	31,212	31,836	32,473	33,122	33,785	34,461	35,150	35,853
-	-	-	-	-	-	-	-	-	-
9,000	9,180	9,364	9,551	9,742	9,937	10,135	10,338	10,545	10,756
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
300	-	-	-	-	-	-	-	-	-
8,000	8,160	8,323	8,490	8,659	8,833	9,009	9,189	9,373	9,561
-	-	-	-	-	-	-	-	-	-
77,300	78,540	80,111	81,713	83,347	85,014	86,715	88,449	90,218	92,022
500	510	520	531	541	552	563	574	586	598
-	-	-	-	-	-	-	-	-	-
9,500	9,690	9,884	10,081	10,283	10,489	10,699	10,913	11,131	11,353
99,980	101,980	104,019	106,100	108,222	110,386	112,594	114,846	117,143	119,485
52,481	53,531	54,601	55,693	56,807	57,943	59,102	60,284	61,490	62,720
56,315	57,441	58,590	59,762	60,957	62,176	63,420	64,688	65,982	67,302
-	-	-	-	-	-	-	-	-	-
(290,391)	(296,198)	(302,122)	(308,165)	(314,328)	(320,614)	(327,027)	(333,567)	(340,239)	(347,043)
3,299,011	3,421,488	3,550,365	3,689,690	3,835,392	3,987,789	4,147,212	4,314,010	4,488,549	4,671,215
100,000	101,000	102,020	103,060	104,122	105,204	106,308	107,434	108,583	109,755
758,022	848,023	939,023	1,029,043	1,117,103	1,206,225	1,296,429	1,387,737	1,480,171	1,573,754
10,000	10,000	12,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
761,174	771,174	783,174	798,174	813,174	828,174	843,174	858,174	873,174	888,174
23%	23%	22%	22%	21%	21%	20%	20%	19%	19%
570,248	591,727	614,948	639,232	664,632	691,202	719,002	748,091	778,536	

RESOLUTION NO. 46-24

**RESOLUTION OF THE COUNCIL OF THE CITY OF RICHMOND, CALIFORNIA,
APPROPRIATING THE FISCAL YEAR 2023-24 FOR
QUARTER 3 BUDGET ADJUSTMENTS**

WHEREAS, pursuant to Section 1(b) of Article IV of the Richmond City Charter the City Manager is required to prepare an annual budget for the review and approval by the City Council; and

WHEREAS, the City's budget was originally adopted on June 20, 2023; and

WHEREAS, the City's third quarter budget report is received to monitor budget to actual trends between the time period of July 1, 2023, and March 31, 2024; and

WHEREAS, the City Council has reviewed the proposed budget adjustments in the third quarter budget report; and at a public meeting on May 28, 2024; and

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Richmond, California hereby adopts the resolution to receive the City's third quarter budget report and approve the proposed budget adjustments set forth in Table 1, below:

Table 1: Budget Adjustments

Fund	Item	Amount
General Fund	Transfers Out	\$288,726
	General Fund Total	\$288,726
Rent Control	Transfer In	(\$288,726)
Rent Control	Rent Program Cost Pool Subsidy	\$288,726
	Non-General Fund Total	-

I certify that the foregoing resolution was passed and adopted by the Council of the City of Richmond at a regular meeting thereof held May 28, 2024, by the following vote:

AYES: Councilmembers Bana, McLaughlin, Robinson, Willis, Zepeda,
Vice Mayor Jimenez, and Mayor Martinez.

NOES: None.

ABSTENTIONS: None.

ABSENT: None.

PAMELA CHRISTIAN
CLERK OF THE CITY OF RICHMOND
(SEAL)

Approved:

EDUARDO MARTINEZ
Mayor

Approved as to form:

DAVE ALESHIRE
City Attorney

State of California }
County of Contra Costa } : ss.
City of Richmond }

I certify that the foregoing is a true copy of **Resolution No. 46-24**, finally passed and adopted by the Council of the City of Richmond at a regular meeting held on May 28, 2024.



Pamela Christian, Clerk of the City of Richmond