

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: April 16, 2025

Final Decision Date Deadline: April 16, 2025

**STATEMENT OF THE ISSUE:** In compliance with Section 11.100.060(l) of the Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, the Residential Rental Housing Fee must be recommended by the Rent Board and approved by the City Council. Before July 1, the Board must hold a public hearing and adopt a budget for the upcoming fiscal year. This budget is funded by the Residential Rental Housing Fee. Staff has prepared a high-level draft "Status Quo" (Baseline) budget, along with options for the Board's initial review and feedback. The goal is to gather input and direction before scheduling a public hearing and finalizing the FY 2025–26 budget.

## 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 checked="" type="checkbox"/> Other: <u>Budget</u> |
| <input type="checkbox"/> Contract/Agreement   | <input 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:** RECEIVE and review the proposed high-level Status Quo operating budget for FY 2025–26. CONSIDER additional budget options that address resource needs for the Public Information and Enrollment and Hearings Units. PROVIDE DIRECTION to staff on which components to include in the draft FY 2025–26 Rent Program budget, to be brought back to the Board for possible adoption - (Nicolas Traylor – 620-6564).

AGENDA ITEM NO:

**I-1.**

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# AGENDA REPORT

**DATE:** April 16, 2025  
**TO:** Chair Cantor and Members of the Rent Board  
**FROM:** Nicolas Traylor, Executive Director  
**SUBJECT:** DRAFT FISCAL YEAR 2025-26 BUDGET OPTIONS

## STATEMENT OF THE ISSUE:

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Staff has prepared a high-level draft "Status Quo" (Baseline) budget, along with options for the Board's initial review and feedback. The goal is to gather input and direction before scheduling a public hearing and finalizing the FY 2025–26 budget.

## RECOMMENDED ACTION:

RECEIVE and review the proposed high-level Status Quo operating budget for FY 2025–26. CONSIDER additional budget options that address resource needs for the Public Information and Enrollment and Hearings Units. PROVIDE DIRECTION to staff on which components to include in the draft FY 2025–26 Rent Program budget, to be brought back to the Board for possible adoption.

## FISCAL IMPACT:

**Status Quo Budget:** Estimated at \$3,660,764, with proposed fees of \$272 for fully covered rental units and \$153 for partially covered units (rounded to the nearest dollar).

## Other Budget Options:

- **Compliance Focused Rent Program Service Analyst Option:** Adds \$116,500 beginning in the second quarter to the Status Quo budget (over \$155,000 annually in future years). Adds \$9 to fully covered Status Quo Fees and \$5 to partially covered Status Quo Fees.

- **Hearings Focused Option:** Adds \$200,000 to the Status Quo budget. Adds \$15 for fully covered Status Quo Fees and \$8 to the partially covered Status Quo Fee.

**DISCUSSION:**

At the Rent Board meeting on March 19, 2025, staff presented a high-level budget overview, discussing goals, increased activity areas, and needed resources—especially for hearings and compliance. The Board asked staff to return with budget options that focus on revenue generation, outreach to increase compliance and hearing capacity. In considering the various budget options, the Board

**STATUS QUO BUDGET**

The Status Quo or baseline budget is based on fiscal year 2024-25's budget. The projected Status Quo budget is **\$3,660,764**, reflecting a **\$371,753** increase from FY 2024–25. This increase is due to salary/benefit increases and a decrease in total rental unit count.

**Anticipated Status Quo Rental Housing Fees:**

- **Partially Covered Units:** \$153 (increasing from \$135)
- **Fully Covered Units:** \$272 (increasing from \$238)

Includes funding for:

- Salaries and wages (including MOU increases based on prior contracts and step increases)
- Professional services and IT
- Advertising, dues, subscriptions
- Office operations and supplies
- Security and insurance
- Cost Pool Charges, net \$0
- Nicolas Traylor Retirement March 2026 (with estimated leave payouts)
- Fringe Benefits estimated at 62% of Total Salaries

**BUDGET OPTION 1: Staff Promotions/Landlord Survey/Security**

The first alternative budget option would add **\$35,796** to pay for:

- Staff Promotions (\$22,796)
- New: Security for public meetings/events (\$3,000)
- New: Landlord Survey (\$10,000)

Proposed Promotions

Position Change	Reason	Budget Impact
RPSA I → RPSA II	Increased skills	\$7,594
Admin. Asst. → Admin. Analyst	Expanded duties across units	\$4,951
Senior Admin Analyst (step increase)	Added supervisory duties	\$10,251
		<b>Total \$22,796</b>

**Security Services:**

Funds \$3,000 for a security guard at 20 in-person events/meetings (\$50/hr x 3 hrs x 20 events). Needed to ensure safety to address disruptive public behavior at Board meetings and Rent Program events. This would be budgeted in line item 400201 Professional Services.

**Landlord Survey:**

\$10,000 to hire a vendor to help the Rent Program conduct a survey to improve services for Richmond landlords.

**OPTION 1's Impact on Fees**

- **Adds \$3** to fully covered Status Quo Fee
- **Adds \$1** to partially covered Status Quo Fee

**BUDGET OPTION 2: Increasing Compliance Resources**

To increase revenue and Rental Housing Fee increases, staff propose hiring a compliance-focused Rent Program Services Analyst who would:

1. Focus on collection of fees for approximately 4,850 units.
2. Search rental listings to find unregistered units
3. Conduct outreach to suspected rentals (SFHs, condos, ADUs)
4. Develop/enhance database tools for registration/payment
5. Use mapping tools to locate unpermitted units
6. Investigate suspected rentals and prepare for enforcement
7. Collaborate with Legal and Finance for liens/legal action.

**Revenue Generation by Rent Program Services Analyst**

A compliance focused Rent Program Services Analyst could increase revenue through two key efforts: increasing the rental unit count and increasing revenue collection from delinquent Rental Housing Fees.

Increasing the Rental Unit Count through the Discovery of New/Unbilled Rental Units

Over the past five years, staff have discovered an average of 60 rental units each year through passive complaints made during counseling sessions. Most of these newly identified units fall under the “partially covered” category in the Rent Ordinance. Examples include single-family homes, condominiums, converted garages, in-law units, backyard accessory dwelling units (ADUs), and individually rented rooms in larger homes or shared housing like boarding houses or Single Room Occupancy (SRO) buildings.

These 60 newly discovered units generate about \$8,000 to \$10,000 in additional revenue each year with current staffing levels. However, these gains are largely offset by the number of units removed from the rental registry.

**New Rental Unit Discovery Project:**

In fiscal year 2020–21, staff launched a special initiative called the New Rental Unit Discovery Project. One staff member was assigned to spend about one hour each day searching online rental listings to identify unregistered rental properties.

In the first five months of the project, more than 100 listings were reviewed, and over half were newly discovered units with no prior Rent Program records. In 2021, staff reviewed more than 200 listings and identified over 40 new rental units. In 2021–22, more than 50 new units were found from another 200+ listings. Additionally, over 100 units were identified as being incorrectly reported as exempt (e.g., owner-occupied, rent-free, or not available for rent) and were found to owe fees.

Due to limited staffing, competing priorities, and the time-consuming nature of the project, the effort was scaled back starting in 2023.

If a dedicated staff person were able to spend about one-third of their time on this work, it’s estimated they could discover up to 150 unbilled rental units each year. Since most of these would be partially covered units, staff estimate this could generate between \$22,000 and \$40,000 in additional annual revenue. For budgeting purposes, staff recommend planning for **\$30,000** in new revenue from this activity.

**Targeted Outreach to Single-Family Homes and Condominiums:**

Another effective way to increase the number of registered rental units is by focusing outreach on property types that are often missed and tend to move in and out of the rental market—namely, single-family homes and condominiums.

In 2018, staff conducted a mass mailing to about 6,000 of these properties. That effort led to the discovery of approximately 500 new, partially covered rental units. These units were added to the registry, generating roughly \$75,000 in new revenue.

A dedicated Rent Program Services Analyst could lead similar annual outreach projects. However, since many landlords have likely come into compliance since 2018, future outreach is expected to yield fewer unregistered units.

Staff estimate that an additional 250 partially covered rental units could reasonably be discovered through a new targeted outreach effort. At a fee amount of around \$150 per partially covered unit, this could generate about **\$37,500** in new revenue.

It's also important to note that the number of unregistered units is expected to decline each year as more landlords respond to outreach and comply with registration requirements.

### **Collecting Delinquent Rental Housing Fees:**

Improving the collection of unpaid Rental Housing Fees is another way to increase revenue. Currently, there are about 4,850 rental units with unpaid fees. The Rent Program's collection agency typically recovers about **\$50,000** per year. In past years, when staff shifted their focus to collections to avoid year-end budget shortfalls, they were able to recover around an additional **\$100,000** in revenue. Having a dedicated staff member focused on collections year-round would help maintain steady revenue, reduce end-of-year pressure, and support better budget planning.

Staff estimate that a **compliance-focused Rent Program Services Analyst** dedicated to collections could bring in an additional **\$50,000** per year (beyond the \$50K recovered by the collection agency) through enhanced internal collection efforts.

To generate the estimate revenue, this staff member would:

- Proactively contact and perform outreach to delinquent landlords and ramp up collection methods to bring them into compliance
- Coordinate with the City to place liens on properties
- Partner with the Legal Unit to initiate legal action against non-compliant property owners
- Collaborate with the Board and tenants to file Rent Withholding petitions when fees go unpaid

### **Summary of Estimated Annual Revenue Generation**

Activity	Revenue
Online Rental Research/Investigation	~\$30,000
Collections	~\$50,000
Outreach to SFHs/Condos (250 units)	~\$37,500
<b>Total</b>	<b>~\$117,500</b>

The position is anticipated to pay for approximately 75%-100% of itself. However, over time, costs may outpace revenue generated- due to increases in salaries, benefits and other costs.

**OPTION 2's Impact on Fees**

Adding a compliance focused Rent Program Services Analyst in the second quarter increases the budget by \$116,500, adding about (over \$155,000 annually in future years) and increasing the Status Quo Rental Housing Fees by:

- **Adds \$9** to fully covered unit Status Quo fees
- **Adds \$5** to partially covered unit Status Quo fees

**BUDGET OPTION 3: Increasing Hearings Resources**

At the March 19, 2025, Regular Meeting of the Rent Board, staff presented the Board with key data on Hearings activity. The following chart shows hearings activity, from fiscal year 2017-18 to present.

Fiscal Year	Petitions Filed	Hearings Held	Decisions Rendered	Settlement Reached	Total Hearings Activity
2017-18	10	9	0	2	19
2018-19	59	46	10	29	115
2019-20	63	40	11	22	114
2020-21	20	19	9	4	53
2021-22	57	33	7	31	119
2022-23	35	33	12	13	92
2023-24	67	45	18	41	160
2024-25 (to date)	58 thru- 4/4/25	43 thru 4/8/25	7	31	140
<b>Total</b>	<b>369</b>	<b>268</b>	<b>74</b>	<b>170</b>	

Overall Hearings activity has increased by **28%** in the last two fiscal years (average: 150 actions/year vs. prior 108). This has led to delays:

- Hearings now scheduled 6–8 weeks out (vs. 4 weeks before)
- Delayed Hearings results in delayed decisions and appeals
- Appeal hearings delayed up to 6–12 months

Delays increase stress for parties, reduce confidence in the process, and cause a backlog that affects all petitioners. To address these concerns, the Board may consider approving an additional Hearing Examiner (0.5–1.0 FTE) to be hired by Q2.

### **OPTION 3's Impact on Fees**

**Adding a Hearing Examiner (1.0 FTE)** increases budget by \$200,000 and:

- **Adds \$15** to (fully covered Status Quo fees
- **Adds \$8** (partially covered) Status Quo fees.

**Note:** 0.5 FTE or Contract Hearing Examiner reduces long-term costs and reduces fee increase.

**Next Steps:** Staff request the Board's feedback on these options. Based on feedback and direction from the Board, a draft budget will be presented for consideration and potential adoption at the May 21, 2025, Rent Board meeting.

### **DOCUMENTS ATTACHED:**

Attachment 1: Fiscal Year 2024-25 Rent Program Budget

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# ITEM I-1 ATTACHMENT 1

## ADOPTED FY 2024 - 2025 RENT PROGRAM BUDGET AND FEE STUDY

FEE STUDY															
		Type	# UNITS	Proposed Fee	Revenue				Program Fee		Just Cause Fee		Rent Control Fee		
		Fully-Covered	7,857	\$238	\$1,871,056	(a) + (b) + (c)			\$92		\$43		\$103		
		Partially-Covered	10,485	\$135	\$1,417,955	(a) + (b)			(a)		(b)		(c)		
		Total Units	18,342		\$3,289,011										
<b>BUDGET</b>															
Object #	City Account Description	FY 18-19 ACTUALS	FY 19-20 ACTUALS	FY 20-21 ACTUALS	FY 21-22 ACTUALS	FY 22-23 ACTUALS	FY 23-24 ADOPTED	FY 24-25 PROPOSED	Notes	Program Allocation (%)	Program Allocation (\$)	Just Cause Allocation (%)	Just Cause Allocation (\$)	Rent Control Allocation (%)	Rent Control Allocation (\$)
<b>REVENUES</b>															
340445	Fees/Admin Fees	2,189,703	2,681,689	2,764,961	2,332,429	2,553,651	3,004,698	3,289,011	(1)						
361701	Int & Invest/Pooled-All Other & Gains	367	11,537	6,096	4,619	31,647	20,000	50,000							
364867	Revenue from Collections & Other & Grant	133	13,042	24,796	19,641	50,078	50,000	50,000							
	<b>TOTAL REVENUES</b>	<b>2,190,203</b>	<b>2,706,268</b>	<b>2,795,854</b>	<b>2,356,688</b>	<b>2,635,376</b>	<b>3,074,698</b>	<b>3,389,011</b>							
<b>EXPENSES</b>															
400001	Salaries & Wages/Executive	530,092	639,594	649,356	676,463	764,496	846,234	984,703	(2)	55%	541,587	20%	196,941	25%	246,176
400002	Salaries & Wages/Mgmts.-Local 21	294,152	263,080	183,838	147,008	307,266	367,225	467,164	(2)	55%	256,940	20%	93,433	25%	116,791
400003	Salaries & Wages/Local 1021	128,866	150,317	168,422	152,925	208,948	337,653	360,875	(2)	55%	198,481	20%	72,175	25%	90,219
400006	Salaries & Wages/PT-Temp	49,557	45,905	32,244	35,234	21,447	37,565	47,000	(2)	55%	25,850	20%	9,400	25%	11,750
400031	Overtime/General	4,778	2,094	1,312	1,793	802	2,500	2,500	(2)	55%	1,375	20%	500	25%	625
400048	Other Pay/Bilingual Pay	6,993	9,064	9,719	7,910	10,713	11,470	14,289	(2)	55%	7,859	20%	2,858	25%	3,572
400049	Other Pay/Auto Allowance	4,200	4,200	4,200	4,200	4,200	4,200	4,200	(2)	55%	2,310	20%	840	25%	1,050
400050	Other Pay/Medical-In Lieu of	2,700	1,500	-	-	-	-	-		55%	-	20%	-	25%	-
400053	Other Pay/Pension Credits	-	-	-	-	-	-	-		55%	10,832	20%	3,939	25%	4,924
400079	Comp Absences/WC-Prof-Mgt-Tec	1,486	5,328	-	-	-	-	19,694	(2)	55%	-	20%	-	25%	-
400058/8	OTHER PAY/Retro Pay 2022-23 and Prior	-	-	-	34,200	-	63,615	-		55%	-	20%	-	25%	-
	<b>Subtotal - Salaries &amp; Wages</b>	<b>1,022,823</b>	<b>1,121,084</b>	<b>1,049,091</b>	<b>1,059,732</b>	<b>1,317,872</b>	<b>1,670,462</b>	<b>1,900,425</b>			<b>1,045,234</b>		<b>380,085</b>		<b>475,106</b>
400103	P-Roll Ben/Medicare Tax-ER Shor	14,937	16,389	15,313	15,435	19,219	20,774	26,457	(3)	55%	14,551	20%	5,291	25%	6,614
400105	P-Roll Ben/Health Insurance Be	146,557	136,575	128,611	168,100	238,838	271,329	326,838	(3)	55%	179,761	20%	65,368	25%	81,710
400106	P-Roll Ben/Dental Insurance	16,652	17,021	17,534	13,509	16,624	18,031	19,418	(3)	55%	10,680	20%	3,884	25%	4,855
400109	P-Roll Ben/Employee Assistance	430	473	422	244	217	234	252	(3)	55%	139	20%	50	25%	63
400110	P-Roll Ben/Professional Dev-Mg	3,728	5,200	1,500	250	1,500	7,500	6,750	(3)	55%	3,713	20%	1,350	25%	1,688
400111	P-Roll Ben/Vision	2,106	2,095	2,049	1,588	1,985	2,158	2,324	(3)	55%	1,278	20%	465	25%	581
400112	P-Roll Ben/Life Insurance	5,557	4,006	3,433	3,336	3,884	3,931	4,047	(3)	55%	2,226	20%	809	25%	1,012
400114	P-Roll Ben/Long Term Disability	9,408	10,100	9,259	6,952	6,472	11,996	13,025	(3)	55%	7,164	20%	2,605	25%	3,256
400116	P-Roll Ben/Unemployment Ins	1,860	5,100	4,960	4,440	6,042	5,928	6,384	(3)	55%	3,511	20%	1,277	25%	1,596
400117	P-Roll Ben/Personal/Prof Dev	750	1,493	1,500	1,140	2,250	2,250	3,750	(3)	55%	2,063	20%	750	25%	938
400118	P-Roll Ben/Worker Comp-Injury Appt	-	-	692	-	-	-	-		55%	-	20%	-	25%	-
400121	P-Roll Ben/Worker Comp-Clerical	13,806	12,154	14,541	9,042	14,807	6,923	-		55%	-	20%	-	25%	-
400122	P-Roll Ben/Worker Comp-Prof	69,352	60,744	74,891	47,762	72,880	-	81,614	(15)	55%	44,888	20%	16,323	25%	20,404
400127	P-Roll Ben/OPeB	39,338	43,623	42,145	40,276	34,620	32,127	-		55%	-	20%	-	25%	-
400130	P-Roll Ben/PARS Benefits	642	434	50	398	280	-	-		55%	-	20%	-	25%	-
400149	P-Roll Ben/Misc.	123,021	140,616	139,314	128,986	162,492	186,975	240,175	(3)	55%	132,096	20%	48,035	25%	60,044
400151	P-Roll Ben/Misc. (UAL)	162,985	235,683	271,234	252,844	282,084	309,894	274,260	(3)	55%	150,843	20%	54,852	25%	68,565
	<b>Subtotal Fringe Benefits</b>	<b>611,127</b>	<b>691,706</b>	<b>727,447</b>	<b>694,301</b>	<b>864,195</b>	<b>880,550</b>	<b>1,005,294</b>			<b>552,912</b>		<b>201,059</b>		<b>251,324</b>
400201	Prof Svcs/Professional Svcs	32,112	38,241	10,957	10,460	12,649	140,900	80,700	(4)	55%	44,385	20%	16,140	25%	20,175
400206	Prof Svcs/Legal Serv Cost	137,614	193,742	149,994	183,326	164,576	275,000	275,000	(5)	10%	27,500	70%	192,500	20%	55,000
400220	Prof Svcs/Info Tech Services	2,375	-	2,142	2,205	-	2,400	2,500	(6)	55%	1,375	20%	500	25%	625
400241	Travel & Trng/Meal Allowance	359	-	-	-	-	-	-		55%	-	20%	-	25%	-
400242	Travel & Trng/Mileage	1,284	17	-	-	-	-	-		55%	-	20%	-	25%	-
400243	Travel & Trng/Conf, Mtng Trng	280	-	-	-	-	-	-		55%	-	20%	-	25%	-
400245	Travel & Trng/Tuition Rmb/Cert	800	800	-	3,250	800	800	-		55%	-	20%	-	25%	-
400261	Dues & Pub/Memberships & Dues	824	1,590	1,453	1,437	1,689	1,650	2,025	(7)	55%	1,114	20%	405	25%	506
400263	Dues & Pub/Subscription	1,500	-	-	-	-	7,500	8,000	(8)	55%	4,125	20%	1,500	25%	1,875
400271	Ad & Promo/Advertising & Promo Materials	1,559	2,106	1,702	3,928	649	800	3,000	(9)	55%	1,650	20%	600	25%	750
400272	Ad & Promo/Community Events	1,663	1,722	-	-	-	-	-		55%	-	20%	-	25%	-
400280	Adm Exp/Program Supplies	5,292	1,600	3,432	1,126	4,374	5,808	6,881	(10)	55%	3,785	20%	1,376	25%	1,720
	<b>Subtotal Fr &amp; Admin Services</b>	<b>185,563</b>	<b>239,819</b>	<b>169,680</b>	<b>202,481</b>	<b>187,187</b>	<b>427,358</b>	<b>377,606</b>			<b>83,933</b>		<b>213,021</b>		<b>80,652</b>
400231	Off Exp/Postage & Mailing	10,849	5,905	6,528	14,981	5,794	15,355	30,000	(11)	55%	16,500	20%	6,000	25%	7,500
400232	Off Exp/Printing & Binding	12,071	3,295	3,428	735	2,377	15,425	30,000	(12)	55%	16,500	20%	6,000	25%	7,500
400233	Off Exp/Copying & Duplicating	46	-	236	-	-	-	-		55%	-	20%	-	25%	-
400304	Rental Exp/Equipment Rental	8,721	4,532	2,488	2,554	3,255	9,000	9,000	(13)	55%	4,950	20%	1,800	25%	2,250
400321	Misc. Exp/Misc. Contrib	3,000	-	1,500	1,500	-	2,000	-		55%	-	20%	-	25%	-
400322	Misc. Exp/Misc. Exp	3,061	2,262	-	173	627	5,000	-		55%	-	20%	-	25%	-
400338	Recognition & Awards	-	-	-	-	-	300	-		55%	165	20%	60	25%	75
400341	Off Supp/Office Supplies	8,721	6,024	1,891	6,457	6,316	5,000	8,000	(14)	55%	4,400	20%	1,600	25%	2,000
400344	Off Supp/Computer Supplies	18	783	-	-	-	-	-		55%	-	20%	-	25%	-
	<b>Subtotal Other Operating</b>	<b>46,486</b>	<b>22,801</b>	<b>16,072</b>	<b>26,400</b>	<b>18,369</b>	<b>51,780</b>	<b>77,300</b>			<b>42,515</b>		<b>15,460</b>		<b>19,325</b>
400121	Carry forward from FY 2022-23 - System	-	-	-	-	-	(100,000)	-		55%	-	20%	-	25%	-
400401	Utilities/Tel & Telegraph	254	414	551	498	-	500	500		55%	275	20%	100	25%	125
400538	Contract Svcs/Other Contract Svcs	-	-	103	150	112	-	-		55%	-	20%	-	25%	-
400552	Prov Fr Ins Loss/Ins Gen Liab	8,029	8,765	9,047	8,991	9,163	9,300	9,500		55%	5,225	20%	1,900	25%	2,375
400574	Cost Pool(ISF)-Gen Liab	55,701	75,144	69,513	79,937	83,934	-	99,980		55%	54,989	20%	19,996	25%	24,995
400586	Cost Pool(CAP)-Admin Charges	51,454	51,454	51,454	52,481	52,481	-	52,481	(15)	55%	28,865	20%	10,496	25%	13,120
400591	Cost Pool(IND)/Civic Ctr Alloc	52,420	47,026	50,289	50,286	48,217	60,248	56,315	(15)	55%	30,973	20%	11,263	25%	14,079
391994	Oper Xfers In	-	-	-	-	-	-	(290,391)	(15)	55%	(159,715)	20%	(58,078)	25%	(72,598)
400601	Noncap Asst/Comp Hardware<5K	-	6,526	-	-	-	5,000	-		55%	-	20%	-	25%	-
400604	Noncap Asst/Furniture<5K	13,328	-	-	-	-	-	-		55%	-	20%	-	25%	-
	<b>TOTAL EXPENSES</b>	<b>2,047,186</b>	<b>2,264,738</b>	<b>2,143,246</b>	<b>2,175,258</b>	<b>2,581,531</b>	<b>3,004,698</b>	<b>3,289,011</b>			<b>1,685,206</b>		<b>795,302</b>		<b>808,503</b>
	<b>NET BUDGET BALANCE</b>	<b>143,017</b>	<b>441,530</b>	<b>652,608</b>	<b>181,431</b>	<b>53,846</b>	<b>70,000</b>	<b>100,000</b>			<b>1,685,206</b>		<b>795,302</b>		

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