



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 28, 2025**

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

Board Chair
Whitney Tipton

Board Vice Chair
Sara Cantor

Boardmembers
Tomasa Espinoza
Jim Hite

NOTICE: 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 four 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 4 minutes; 16 to 24 speakers, a maximum of 3 and one-half minutes; and 25 or more speakers, a maximum of 3 minutes.

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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SPECIAL MEETING OF THE RICHMOND RENT BOARD

AGENDA

5:00 PM

A. PLEDGE TO THE FLAG

B. ROLL CALL

C. STATEMENT OF CONFLICT OF INTEREST

D. AGENDA REVIEW

E. PUBLIC FORUM

F. RENT BOARD AS A WHOLE

F-1. **APPROVE** a Cooperative Cost Pool Agreement between the Richmond Rent Board and the City of Richmond.

*Shasa Curl
Andrea Miller*

G. BUDGET

- G-1.
- **RECEIVE** the draft Fiscal Year 2025–26 Rent Program Budget
 - **DIRECT** staff to schedule a public hearing for review and potential adoption of the final budget
 - **RECEIVE** a draft 10-year budget and revenue projections
 - **RECEIVE** analysis of financial impacts of:
 - Adding a compliance-focused analyst
 - One-time leave payouts related to the Executive Director's retirement

Nicolas Traylor

H. REPORTS OF OFFICERS

I. 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 28, 2025

Final Decision Date Deadline: May 28, 2025

STATEMENT OF THE ISSUE: Cooperative Cost Pool Agreement between the City of Richmond Rent Board and the City of Richmond.

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

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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: APPROVE a Cooperative Cost Pool Agreement between the Richmond Rent Board and the City of Richmond – City Manager's Office (Shasa Curl 510-412-2091 / Andrea Miller 510-620-6790).

AGENDA ITEM NO:

F-1.

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AGENDA REPORT

DATE: May 28, 2025

TO: Chair Tipton and Members of the Rent Board

FROM: Shasa Curl, City Manager
Andrea Miller, Director of Finance

SUBJECT: COOPERATIVE COST POOL AGREEMENT WITH RICHMOND RENT BOARD

STATEMENT OF THE ISSUE:

Cooperative Cost Pool Agreement between the City of Richmond Rent Board and the City of Richmond.

RECOMMENDED ACTION:

APPROVE a Cooperative Cost Pool Agreement between the Richmond Rent Board and the City of Richmond – City Manager’s Office (Shasa Curl 510-412-2091 / Andrea Miller 510-620-6790).

FISCAL IMPACT:

The financial impact will be the amount of annual cost pool charges that are credited to the Rent Program.

DISCUSSION:

Richmond residents passed Measure L on November 8, 2016, establishing the Richmond Fair Rent, Just Cause for Eviction and Homeowner Protection Ordinance (the “Rent Ordinance”), and creating the Rent Board to administer the Rent Ordinance.

The City imposes "cost pool charges" to cover overhead costs associated with infrastructure, administration, and risk support for all departments. The City aims to recover expenses related to supporting the Rent Board in the same manner as other departments.

It is the Board’s position that these charges hinder collaboration with the City, unfairly impact special revenue funds, and place an additional burden on landlords.

ITEM F-1

To address this issue, the Board's Executive Director and City Manager held meetings to discuss solutions, including the Board administering various City ordinances in exchange for a waiver of cost pool charges. Following these discussions, an agreement was reached to resolve the dispute over Rent Board cost pool charges.

Key terms of the Agreement include:

1. The Rent Board will administer the City's Relocation Ordinance, Tenant Buyout Ordinance, Real Estate Disclosure Ordinance, parts of the Richmond Rental Inspection Program Ordinance and, if adopted by the Council, a Rent Board specific Lien Ordinance.
2. The Board will provide the City an annual report on the status of rental housing that is covered by the Rent Ordinance.
3. The City will credit any prior, unpaid cost pool charges levied against the Board.
4. The City will assist the Board in preparing and placing liens on properties that are delinquent in payment of fees, with the Board receiving 90 percent of the amount collected and the City receiving 10 percent.
5. The term of the agreement will be three years, with a mutual option to extend an additional two years.

ATTACHMENTS:

Attachment 1 – Cooperative Cost Pool Agreement

**COOPERATIVE AGREEMENT BETWEEN THE CITY OF
RICHMOND RENT BOARD AND THE CITY OF
RICHMOND**

This Cooperative Agreement (“Agreement”) is entered into on this _____ (“Effective Date”) between the City of Richmond Rent Board (the “Board”) and the City of Richmond, a municipal corporation (the “City”).

I. RECITALS

WHEREAS, on November 8, 2016, Richmond Residents passed ballot initiative Measure L, which established the “Richmond Fair Rent, Just Cause for Eviction and Homeowner Protection Ordinance” (hereinafter, the “Rent Ordinance”); and

WHEREAS, Measure L, among other things, created the Rent Board, an independent agency, and vested within the Board broad powers to administer and execute 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 Board, Measure L mandates that the Board “be an integral part of the government of the City”, and establishes that the 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 Board”; and

WHEREAS, in furtherance of its independence, Measure L vests the 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 Board’s budget, which must be comprised of only reasonable and necessary expenses, Measure L provides that the Board shall charge Landlords annual registration fees in an amount deemed reasonable by the Board; and

WHEREAS, at the Board’s inception and prior to the appointment of Board Members, Measure L required that the City perform duties of the Board and to provide infrastructural support to the Board as it would to any other City Department; and

WHEREAS, on November 8, 2016, the City began providing the following services to the Board: consultants, employees and staff, start-up costs and fees, overhead, IT services, administrative services, and legal assistance; and

WHEREAS, on or about November 8, 2016, the City, through its General Fund, advanced funds to the Board to fund the Board's operations; and

WHEREAS, the City charges all of the City departments incidental costs associated with infrastructural, administrative, and risk support (hereinafter, "cost pool charges"); and

WHEREAS, it is the City's position that they are entitled to recoup the cost of City staff time and expenses incurred in providing infrastructural and other support to the Board; and

WHEREAS, it is the Board's position that cost pool charges discourage collaboration and communication with the City, disproportionately impacts special revenue funds as opposed to General Funded Departments, and further burdens Landlords since they are the sole payee that absorb cost pool charges; and

WHEREAS, the Board can administer those City adopted ordinances that fall within its regulatory scope, are necessary to administer the Rent Ordinance as described in Municipal Code Section 11.100.060(e)(15), and do not otherwise violate the provisions of Government Code Section 50076; and

WHEREAS, to resolve the dispute of cost pool charges and encourage greater communication and collaboration between the City and Board, the Board's Executive Director and City Manager held several meetings to explore creative solutions involving the Board administering various City Ordinances and the City waiving cost pool charges in lieu of the administration of those various City Ordinances; and

WHEREAS, as a result of good faith discussions between the Board's Executive Director and City Manager, the Board and the City now desire to enter into an agreement to resolve the issue of Rent Board cost pool charges.

II. AGREEMENTS

1. RECITALS.

The parties hereby acknowledge and affirms the Recitals in this Agreement.

2. ADMINISTRATION OF CITY ORDINANCES.

The City requests that the Board continue to administer its Relocation Ordinance and begin drafting and/or administering the ordinances as described in Section (3)(A) of this Agreement. Additionally, the City requests that the Board aid in the drafting of regulations that are necessary to administer the ordinances as described in Section (3)(A) of this Agreement. The Board agrees to the City requests in accordance with this

Cooperative Agreement. The Board and City acknowledge that the Board Executive Director and City Manager, or their designees, shall periodically meet no less than once every six months during the term of this Agreement to discuss implementation of the Agreement and identify other City ordinances that the Board may administer in accordance with the terms of this Agreement.

3. SCOPE OF DRAFTING AND ADMINISTERING ORDINANCES.

A. Determination. The City and Board agree that the following ordinances, as may be amended, and any accompanying regulations are within the Board’s regulatory scope and that the administration of these ordinances are necessary to administer and enforce the Richmond Fair Rent, Just Cause for Eviction and Homeowner Protection Ordinance (hereinafter, “Rent Ordinance):

1. Relocation Ordinance
2. Tenant Buyout Ordinance
3. Real Estate Disclosure Ordinance
4. If adopted by the City Council, a Rent Board-specific Lien Ordinance
5. Parts of Richmond Rental Inspection Program Ordinance, as agreed upon by counsel to the Board and City.

B. Drafting. The Board shall provide drafts of any proposed ordinances in subsection (3)(A) and any accompanying regulations for the City’s and City Attorney’s Office’s review and input.

C. Regulations. Notwithstanding Section (3)(B), regulations of any ordinance listed in Section(3)(A) that are relevant to the Board’s administration of the ordinances, shall be presented only to the Board. The Board shall have the final say in whether a relevant regulation is adopted by the Board.

D. Administration. The Board shall administer, in part or in whole, the ordinances listed in Section (3)(A) of this Agreement, beginning one hundred and eighty (180) days following approval of this Agreement by the City and Board. Administration requires that the Board act in a manner that is consistent with the provisions of the administered ordinance. Additionally, the administration requires that the Board develop and implement an outreach strategy to educate landlords and tenants of their rights under the ordinances listed in Section (3)(A) of this Agreement. Moreover, as part of this administration requirement, the Board, where applicable, shall offer counseling services, via phone or in-person, to landlords and tenants to address questions that landlords and tenants may have concerning the ordinances listed in Section(3)(A) of this Agreement. The Board shall not be responsible for the administration of any regulation that it did not adopt itself.

4. REPORTS.

Consistent with the edicts of Richmond Municipal Code Section 11.100.060(e)(6), the Board shall annually report to the City on the status of rental housing that is covered by the Rent Ordinance. In addition to the requirements set forth in Richmond Municipal Code Section 11.100.060(e)(6), the Board's annual report shall include the following metrics related to any city ordinance that the Board administers, if applicable:

- A. Number of residents served.
- B. Type of residents served (i.e Landlord or tenants)
- C. Medium of service (i.e phone call, email, in person)
- D. Time spent on service.
- E. Anecdotes from those served.
- F. Viewer access to the rental unit database to the City as it relates to the Rent Program.

5. CREDIT OF COST POOL CHARGES.

Prior to the Board drafting and/or administering City's regulations and/or ordinances, the City shall credit any prior unpaid cost pool charges levied against the Board. Additionally, the City shall deem satisfied any prospective cost pool charges that would otherwise be charged to the Board during the duration of this agreement.

For the purposes of this section, credit of cost pool charges, whether unpaid or prospective, shall mean a credit offset of indirect cost related to the following: General Liability, Workers Compensation, and Administrative charges (i.e. Finance, Information Technology, Human Resources, City Clerk, etc. **This is a non-exhaustive list.**)

6. LIENS AND COLLECTIONS.

Where a property owner is delinquent in payment of their fees, the City shall assist the Board in preparing and placing a lien on the delinquent property to cause the delinquent amount to be owed on the property owner's tax roll, in a manner consistent with the City's Lien Ordinance. Any debt collected under this section shall be credited to both the Board and the City. The Board shall be entitled to 90% of the lien debt collected for that calendar year, and the City shall be entitled to 10% of the lien debt collected for that same calendar year.

7. TERM.

The term of this Agreement shall be three years, beginning on the Effective Date and ending on _____. The parties shall have the option to mutually agree to extend this Agreement for an additional two years upon Board and Council approval.

Either party may terminate this Agreement earlier by 1) having their respective legislative bodies approve, by vote, the termination of this Agreement in public, consistent with the edicts of Brown Act, and 2) if the vote to terminate is approved, then delivering a written notice of election to terminate at least ninety (90) days in advance of the termination date to the other party.

Upon termination of this Agreement, unless otherwise agreed upon by both parties, the legal responsibility of administering any City-passed ordinance shall revert back to the City. Additionally, the legal responsibility of administering accompanying regulations of any City passed ordinance shall revert to the City. The City shall be responsible for amending its ordinances and/or regulations, if necessary, to clarify its responsibility for administering its ordinances.

Upon termination of this Agreement, the City may continue to charge the Board cost pool charges. However, the Board reserves the right to challenge the propriety of the cost pool charges, including but not limited to challenging the employed methodology, whether cost pool charges relate to actual services rendered on behalf of the Board, and any other basis the Board deems relevant.

8. NOTICE.

Any notice required under this Agreement shall be in writing and shall be given by personal delivery or deposit in the United States mail. Service by email or any other means is not acceptable. If service is given by United States mail, then the mail shall be addressed as follows:

If to the City of Richmond :

Attn: City Manager
City of Richmond
450 Civic Center Plaza
Richmond, CA 94804

If to the City of Richmond Rent Board:

Attn: Executive Director
City of Richmond
440 Civic Center Plaza, Suite 200
Richmond, CA 94804

9. AGREEMENT NOT A LIMITATION.

Nothing in this Agreement is intended to limit or otherwise infringe on the Board's autonomy and/or independence from the City as described in Richmond Municipal Code 11.100 et seq.

10. ACTIVITIES ARE DISCRETIONARY.

The activities contemplated in Section 3, "Scope of Drafting and Administering Ordinances," that are to be taken by the City and Board are discretionary in that they involve the exercise of judgment and discretion, rather than merely ministerial. Nothing in Section 3, "Scope of Drafting and Administering Ordinances," is to be construed as to constrain the Board's or City's ability to engage in debate in a public setting and meaningfully determine the propriety of any proposed ordinance and/or regulation.

11. AMENDMENTS.

This Agreement may be amended upon approval by City Council and the Board, in writing, signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Cooperative Agreement as of the day and year first above written by their duly authorized officers.

CITY
City of Richmond,

BOARD
Rent Board of the City of Richmond

Eduardo Martinez
Mayor

Whitney Tipton
Board Chair

Date: _____

Date: _____

Approved as to form:

City Attorney

Rent Program General Counsel

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: May 28, 2025

Final Decision Date Deadline: May 28, 2025

STATEMENT OF THE ISSUE: In accordance with Section 11.100.060(l) of the Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, the amount of the Residential Rental Housing Fee must be recommended by the Rent Board and approved by the City Council. To meet this requirement, the Rent Board must hold a public hearing and adopt a budget before July 1 each year. This budget is funded through the Residential Rental Housing Fee. At its regular meeting on April 16, 2025, the Rent Board reviewed the Status Quo budget and additional budget options presented by staff. The Board directed staff to return with a draft budget incorporating:

- Option 1: Include staff promotions, public meeting security, and a landlord survey
- Option 2: Add a new compliance-focused Rent Program Services Analyst

The combined cost of Options 1 and 2 is \$152,296. The total proposed budget is \$3,623,013 resulting in proposed Rental Housing Fees of:

- Fully Covered Units: \$269 (up from \$238)
- Partially Covered Units: \$152 (up from \$135)

The Board also directed staff to prepare a financial projection for Fiscal Years 2026–27 to account for the addition of the new analyst and a one-time cost for leave payouts related to the Executive Director's planned retirement by March 2026. The leave payouts are included in the Fiscal Year 2025-26 budget and details discussed in the Agenda Report.

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** the draft Fiscal Year 2025–26 Rent Program Budget
- **DIRECT** staff to schedule a public hearing for review and potential adoption of the final budget
- **RECEIVE** a draft 10-year budget and revenue projections
- **RECEIVE** analysis of financial impacts of:
 - Adding a compliance-focused analyst
 - One-time leave payouts related to the Executive Director's retirement

Rent Program - (Nicolas Traylor – 620-6564)

AGENDA ITEM NO:

G-1.

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AGENDA REPORT

DATE: May 28, 2025
TO: Chair Tipton and Members of the Richmond Rent Board
FROM: Nicolas Traylor, Executive Director
SUBJECT: DRAFT FISCAL YEAR 2025-26 RENT PROGRAM BUDGET

STATEMENT OF THE ISSUE:

In accordance with Section 11.100.060(l) of the Richmond Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance, the amount of the Residential Rental Housing Fee must be recommended by the Rent Board and approved by the City Council. To meet this requirement, the Rent Board must hold a public hearing and adopt a budget before July 1 each year. This budget is funded through the Residential Rental Housing Fee.

At its regular meeting on April 16, 2025, the Rent Board reviewed the Status Quo budget and additional budget options presented by staff. The Board directed staff to return with a draft budget incorporating:

- **Option 1:** Include staff promotions, public meeting security, and a landlord survey
- **Option 2:** Add a new **compliance-focused Rent Program Services Analyst**

The combined cost of Options 1 and 2 is **\$152,296**. The total proposed budget is **\$3,623,013** resulting in proposed **Rental Housing Fees** of:

- **Fully Covered Units:** \$269 (up from \$238)
- **Partially Covered Units:** \$152 (up from \$135)

The Board also directed staff to prepare a financial projection for **Fiscal Years 2026–27** to account for the addition of the new analyst and a one-time cost for leave payouts related to the Executive Director's planned retirement by March 2026. The leave payouts are included in the Fiscal Year 2025-26 budget and details discussed below.

RECOMMENDED ACTION:

- **RECEIVE** the draft Fiscal Year 2025–26 Rent Program Budget
- **DIRECT** staff to schedule a public hearing for review and potential adoption of the final budget
- **RECEIVE** a draft 10-year budget and revenue projections
- **RECEIVE** analysis of financial impacts of:
 - Adding a compliance-focused analyst
 - One-time leave payouts related to the Executive Director’s retirement

FISCAL IMPACT:

Total Proposed Budget: \$3,623,013

Proposed Rental Housing Fees:

- Fully Covered Units: \$269
- Partially Covered Units: \$152

DISCUSSION:

At the Rent Board meeting on April 16, 2025, staff presented the draft Status Quo and Budget Options 1, 2 and 3 for the Board’s consideration and feedback. Per the Board’s direction, staff have developed a draft budget that combines Option 1 and 2 for the Board’s review. Budget Option 1 and 2, includes:

- Staff Promotions: (\$22,796) *
- New: Security for public meetings/events (\$3,000)
- New: Landlord Survey (\$10,000)
- New: Addition of Rent Program Services Analyst 1 (\$116,500)

** Staff propose promoting the Administrative Assistant to the Administrative Services Coordinator classification instead of an Administrative Analyst. Similar budget impact for fiscal year 2025-26.*

The proposed budget incorporates the above and includes the following key allocations:

- Salaries and wages (including increases based on prior MOUs for Step, Merit, and COLA increases and the Executive Director leave payouts): **\$2,111,635**

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- Fringe Benefits estimated at 53% of Total Salaries: **\$1,119,167** (prior 62% in Status Que budget discussed below)
- Professional and Admin Services: **\$390,606**
- Office Operations and supplies: **\$77,300**
- Utilities and Insurance: **\$10,000**
- Cost Pool Charges, Net **\$0** (General Liability **\$104,979**, Admin. Charges **\$52,481**, Civic Center Rent **\$56,218**, Operating Transfers In **(\$299,373)**, Deferred Comp. of \$85,695 has included in Fringe Benefits)

Update on Staff Promotions

Staff propose promoting the current Administrative Assistant to the position of Administrative Services Coordinator rather than Administrative Analyst. After evaluating which role better fits the agency's needs, the Coordinator position is more suitable because it:

- Reduces the administrative burden on the Senior Administrative Analyst (who also serves as Board Clerk and Hearings/Legal Coordinator),
- Offers greater opportunities for professional growth, and
- Allows for supervision of contracts managed by other administrative staff—something the Analyst role does not include.

Additionally, the Coordinator will provide ongoing support to management with administering certain City ordinances outlined in the Cooperation Agreement with the City of Richmond. This role will also serve as primary liaison for Human Resources, Finance, and other central service departments.

Promoting the staff member to Administrative Services Coordinator would have a comparable financial impact to the Analyst promotion in FY 2025–26.

The Purpose of Hiring a Compliance Focused Rent Program Services Analyst

The new **Rent Program Services Analyst** will support improved collection efforts by:

- Identifying, investigating and billing previously unreported rental units
- Increasing internal efforts to collect outstanding fees
- Leading billing, registration and compliance related outreach projects
- Providing counseling, outreach, and education services
- Potentially assisting with new housing-related City ordinances that enhance compliance.

This position will help effectuate increased revenue collection and fees, sustain higher long-term fee collection rates and support the program's core services.

Budget Impacts for FY 2025–26 and FY 2026–27

- In **FY 2025–26**, the analyst is expected to start in the second quarter (October 2025), with an estimated cost of **\$116,500**
- In **FY 2026–27**, the annualized cost increases to **\$155,000**

Projected fiscal year 2026-27 fees of:

- **Fully Covered Units:** Projected to increase to \$287
- **Partially Covered Units:** Projected to remain at \$162

Expected Impact on Fee Collection

The proposed Rent Program Services Analyst position is expected to be filled in the second quarter of Fiscal Year 2025–26 (October 2025). As a result, the impact on Rental Housing Fee collections during that fiscal year will likely be limited, given the time required for onboarding, training, and the development and implementation of compliance-related projects.

While staff provided a preliminary estimate at the April 16, 2025, Board meeting regarding the potential increase in collections attributable to this position, there is currently insufficient data to make a reliable projection for Fiscal Year 2026–27. Nevertheless, the importance of strengthening fee collection efforts remains clear. Improving the collection rate is critical to the long-term financial stability of the Rent Program and supports the Program's ability to carry out its core functions effectively.

Fringe Benefits

The Status Quo budget presented at the April 16, 2025 Rent Board Meeting utilized 62% of Total Salaries to estimate the Fringe Benefits. The 62% was an average percentage of fringe benefits compared to total salaries from the past seven fiscal years beginning with Fiscal Year 2018-19.

On May 6, 2025 the City Manager's Office, Human Resources, and the Finance Department presented a Draft Fiscal Year Operating Budget to City Council, Item X.1. The Rent Program (Control) estimated Fringe Benefits are \$1,073,927 which is 52% of the total Salaries and Wages \$2,048,388 (Attachment 3). The proposed Rent Program Services Analyst position is not included in this amount.

Staff calculated the most up to date actual Fringe Benefits percentage compared to total

ITEM G-1

Salaries and Wages as of April 2025 for Fiscal Year 2024-25. The Fringe Benefits amount to \$802,211, which is a 51% run rate of the total Salaries and Wages \$1,562,058. The annual budgeted amount for the fiscal year is 53%, derived from \$1,005,294 in Fringe Benefits compared to \$1,900,425 of total Salaries and Wages.

Staff recommends utilizing 53% of total Salaries and Wages to calculate the Fringe Benefits for the Fiscal Year 2025-26 budget. The various fringe benefit rates cover health, retirement, life, unemployment, and workers' compensation insurance for full-time employees. The 53% fringe benefits factor aligns with the rate provided by the City on May 6, 2025 and recent actual expenditures of the Rent Program as of April 30, 2025.

Executive Director – Leave Payout

The Executive Director intends to begin retirement effective February 28, 2026. Staff has budgeted the Executive Director's salary, fringe benefits, and leave payout in the Fiscal 2025-26 budget. The accrued vacation and sick time are estimated to be 530 hours equating to \$64,732. Salaries including longevity pay from July 1, 2025 to February 28, 2026 are estimated to be \$153,665.

DOCUMENTS ATTACHED:

Attachment 1: Draft Fiscal Year 2025-26 Rent Program Budget

Attachment 2: Draft 10-Year Projection

Attachment 3: City Draft Operating FY 2025-26 Budget for Rent Program (Control)

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**ITEM G-1
ATTACHMENT 1**

FY 2025 - 2026 RENT PROGRAM DRAFT BUDGET

		Type	# UNITS	Proposed Fee	Fee Revenue		FY 2024-25	Increase	% Increase	
		Fully-Covered	7,612	\$269	\$2,047,944		238	\$31	13%	
		Partially-Covered	10,372	\$152	\$1,575,069		135	\$17	12%	
		Total Units	17,984		\$3,623,013					
BUDGET										
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 ACTUALS	FY 24-25 PROPOSED	FY 25-26 PROPOSED	Variance
REVENUES										
340445	Fees/Admin Fees	2,189,703	2,681,689	2,764,961	2,332,429	2,553,651	2,931,687	3,289,011	3,623,013	334,002
361701	Int & Invest/Pooled-All Other & Gains	367	11,537	6,096	4,619	31,647	85,126	50,000	50,000	-
364867	Revenue from Collections & Other & Grants	133	13,042	24,796	19,641	50,078	26,250	50,000	50,000	-
	TOTAL REVENUES	2,190,203	2,706,268	2,795,854	2,356,688	2,635,376	3,043,064	3,389,011	3,723,013	334,002
EXPENSES										
400001	Salaries & Wages/Executive	530,092	639,594	649,356	676,463	764,496	876,947	984,703	994,174	9,470
400002	Salaries & Wages/Mgmts.-Local 21	294,152	263,080	183,838	147,008	307,266	400,612	467,164	580,913	113,749
400003	Salaries & Wages/Local 1021	128,866	150,317	168,422	152,925	208,948	251,527	360,875	404,447	43,572
400006	Salaries & Wages/PT-Temp	49,557	45,905	32,244	35,234	21,447	51,558	47,000	69,352	22,352
400031	Overtime/General	4,778	2,094	1,312	1,793	802	915	2,500	2,500	-
400048	Other Pay/Bilingual Pay	6,993	9,064	9,719	7,910	10,713	12,869	14,289	15,000	711
400049	Other Pay/Auto Allowance	4,200	4,200	4,200	4,200	4,200	4,200	4,200	2,800	(1,400)
400050	Other Pay/Medical-In Lieu of	2,700	1,500	-	-	-	-	-	-	-
400053	Other Pay/Pension Credits-Deferred Comp	-	-	-	-	-	17,277	19,694	19,650	(44)
400079	Comp Absences/WC-Prof-Mgt-Tec	1,486	5,328	-	-	-	-	-	-	-
400058/8	OTHER PAY/Retro Pay and Prior	-	-	-	34,200	-	2,000	-	22,800	22,800
	Subtotal - Salaries & Wages	1,022,823	1,121,084	1,049,091	1,059,732	1,317,872	1,617,904	1,900,425	2,111,635	211,210
400103	P-Roll Ben/Medicare Tax-ER Shor	14,937	16,389	15,313	15,435	19,219	23,328	26,457	29,454	2,997
400105	P-Roll Ben/Health Insurance Be	146,557	136,575	128,611	168,100	238,838	265,540	326,838	363,860	37,022
400106	P-Roll Ben/Dental Insurance	16,652	17,021	17,534	13,509	16,624	16,995	19,418	21,618	2,200
400109	P-Roll Ben/Employee Assistance	430	473	422	244	217	225	252	281	29
400110	P-Roll Ben/Professional Dev-Mg	3,728	5,200	1,500	250	1,500	3,547	6,750	7,515	765
400111	P-Roll Ben/Vision	2,106	2,095	2,049	1,588	1,985	2,039	2,324	2,587	263
400112	P-Roll Ben/Life Insurance	5,557	4,006	3,433	3,336	3,884	3,945	4,047	4,505	458
400114	P-Roll Ben/Long Term Disability	9,408	10,100	9,259	6,952	6,472	8,001	13,025	14,500	1,475
400116	P-Roll Ben/Unemployment Ins	1,860	5,100	4,960	4,440	6,042	6,954	6,384	7,107	723
400117	P-Roll Ben/Personal/Prof Dev	750	1,493	1,500	1,140	2,250	430	3,750	4,175	425
400118	P-Roll Ben/Worker Comp-Injury Appt	-	-	692	-	-	-	-	-	-
400121	P-Roll Ben/Worker Comp-Clerical	13,806	12,154	14,541	9,042	14,807	11,419	-	5,164	5,164
400122	P-Roll Ben/Worker Comp-Prof	69,352	60,744	74,891	47,762	72,880	112,632	81,614	85,695	4,081
400127	P-Roll Ben/OPEB	39,338	43,623	42,145	40,276	34,620	24,639	-	-	-
400130	P-Roll Ben/PARS Benefits	642	434	50	398	280	672	-	-	-
400149	P-Roll Ben/Misc.	123,021	140,616	139,314	128,986	162,492	213,429	240,175	267,380	27,205
400151	P-Roll Ben/Misc. (UAL)	162,985	235,683	271,234	252,844	282,084	243,321	274,260	305,326	31,066
	Subtotal Fringe Benefits	611,127	691,706	727,447	694,301	864,195	937,116	1,005,294	1,119,167	113,872
								53%	53%	54%
400201	Prof Svcs/Professional Svcs	32,112	38,241	10,957	10,460	12,649	18,791	80,700	93,700	13,000
400206	Prof Svcs/Legal Serv Cost	137,614	193,742	149,994	183,326	164,576	199,992	275,000	275,000	-
400220	Prof Svcs/Info Tech Services	2,375	-	2,142	2,205	-	-	2,500	2,500	-
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	-	-	-	-
400261	Dues & Pub/Memberships & Dues	824	1,590	1,453	1,437	1,689	1,556	2,025	2,025	-
400263	Dues & Pub/Subscription	1,500	-	-	-	-	-	7,500	7,500	-
400271	Ad & Promo/Advertising & Promo Materials	1,559	2,106	1,702	3,928	649	649	3,000	3,000	-
400272	Ad & Promo/Community Events	1,563	1,722	-	-	-	1	-	-	-
400280	Adm Exp/Program Supplies	5,292	1,600	3,432	1,126	4,374	5,159	6,881	6,881	-
	Subtotal Prof & Admin Services	185,563	239,819	169,680	202,481	187,187	226,147	377,606	390,606	13,000
400231	Off Exp/Postage & Mailing	10,849	5,905	6,528	14,981	5,794	12,200	30,000	30,000	-
400232	Off Exp/Printing & Binding	12,071	3,295	3,428	735	2,377	5,789	30,000	30,000	-
400233	Off Exp/Copying & Duplicating	46	-	236	-	-	954	-	-	-
400304	Rental Exp/Equipment Rental	8,721	4,532	2,488	2,554	3,255	2,404	9,000	9,000	-
400321	Misc. Exp/Misc. Contrib	3,000	-	1,500	1,500	-	103	-	-	-
400322	Misc. Exp/Misc. Exp	3,061	2,262	-	173	627	2,295	-	-	-
400338	Recognition & Awards	-	-	-	-	-	300	300	300	-
400341	Off Supp/Office Supplies	8,721	6,024	1,891	6,457	6,316	4,610	8,000	8,000	-
400344	Off Supp/Computer Supplies	18	783	-	-	-	-	-	-	-
	Subtotal Other Operating	46,486	22,801	16,072	26,400	18,369	28,355	77,300	77,300	-
400121	Carry forward from FY 2022-23 - System	-	-	-	-	-	-	-	-	-
400401	Utilities/Tel & Telegraph	254	414	551	498	-	-	500	500	-
400538	Contract Svcs/Other Contract Svcs	-	-	103	150	112	56	-	-	-
400552	Prov Fr Ins Loss/Ins Gen Liab	8,029	8,765	9,047	8,991	9,163	9,195	9,500	9,500	-
400574	Cost Pool/(ISF)-Gen Liab	55,701	75,144	69,513	79,937	83,934	217,744	99,980	104,979	4,999
400586	Cost Pool/(CAP)-Admin Charges	51,454	51,454	51,454	52,481	52,481	52,481	52,481	52,481	-
400591	Cost Pool/(IND)Civic Ctr Alloc	52,420	47,026	50,289	50,286	48,217	60,248	56,315	56,218	(97)
391994	Oper Xfers In	-	-	-	-	-	(438,726)	(290,391)	(299,373)	(8,983)
	TOTAL EXPENSES	2,047,186	2,264,738	2,143,246	2,175,258	2,581,531	2,710,521	3,289,011	3,623,013	334,002
	NET BUDGET BALANCE	143,017	441,530	652,608	181,431	53,846	332,543	100,000	100,000	-

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Object #	City Account Description	Historical Actuals						2024-25 Adopted	2025-26 PROPOSED
		2018-19	2019-20	2020-21	2021-22	2022-23	2023-24		
REVENUES									
340445	Fees/Admin Fees (a)	2,189,703	2,681,689	2,764,961	2,332,429	2,553,651	2,931,687	3,289,011	3,623,013
361701	Int & Invest/Pooled-All Other	367	11,537	6,096	9,894	31,647	85,126	50,000	50,000
364867	Revenue from Collections	133	13,042	24,796	14,366	50,078	26,250	50,000	50,000
Total Revenues		2,190,203	2,706,268	2,795,854	2,356,688	2,635,376	3,043,064	3,389,011	3,723,013
EXPENSES									
Salaries & Wages									
400001	Salaries & Wages/Executive	530,092	639,594	649,356	676,463	764,496	876,947	984,703	994,174
400002	Salaries & Wages/Mgmt-Local 21	294,152	263,080	183,838	147,008	307,266	400,612	467,164	580,913
400003	Salaries & Wages/Local 1021	128,866	150,317	168,422	152,925	208,948	251,527	360,875	404,447
400006	Salaries & Wages/PT-Temp	49,557	45,905	32,244	35,234	21,447	51,558	47,000	69,352
400031	Overtime/General	4,778	2,094	1,312	1,793	802	915	2,500	2,500
400048	Other Pay/Bilingual Pay	6,993	9,064	9,719	7,910	10,713	12,869	14,289	15,000
400049	Other Pay/Auto Allowance	4,200	4,200	4,200	4,200	4,200	4,200	4,200	2,800
400053/8	Pension Credits / OTHER PAY/Bonuses	-	-	-	34,200	-	17,277	19,694	19,650
400079	Comp Absences/WC-Prof-Mgt-Tec	1,486	5,328	-	-	-	2,000	-	22,800
Subtotal - Salaries & Wages		1,022,823	1,121,084	1,049,091	1,059,732	1,317,872	1,617,904	1,900,425	2,111,635
Fringe Benefits									
400103	P-Roll Ben/Medicare Tax-ER Shr	14,937	16,389	15,313	15,435	19,219	23,328	26,457	29,454
400104	P-Roll Ben/PERS Benefits	-	-	-	-	-	-	-	-
400105	P-Roll Ben/Health Insurance Be	146,557	136,575	128,611	168,100	238,838	265,540	326,838	363,860
400106	P-Roll Ben/Dental Insurance	16,652	17,021	17,534	13,509	16,624	16,995	19,418	21,618
400109	P-Roll Ben/Employee Assistance	430	473	422	244	217	225	252	281
400110	P-Roll Ben/Professional Dev-Mg	3,728	5,200	1,500	250	1,500	3,547	6,750	7,515
400111	P-Roll Ben/Vision	2,106	2,095	2,049	1,588	1,985	2,039	2,324	2,587
400112	P-Roll Ben/Life Insurance	5,557	4,006	3,433	3,336	3,884	3,945	4,047	4,505
400114	P-Roll Ben/Long Term Disabilit	9,408	10,100	9,259	6,952	6,472	8,001	13,025	14,500
400116	P-Roll Ben/Unemployment Ins	1,860	5,100	4,960	4,440	6,042	6,954	6,384	7,107
400117	P-Roll Ben/Personal/Prof Dev	750	1,493	1,500	1,140	2,250	430	3,750	4,175
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	11,419	-	5,164
400122	P-Roll Ben/Worker Comp-Prof	69,352	60,744	74,891	47,762	72,880	112,632	81,614	85,695
400124	P-Roll Ben/CON-MEDICL EE Share	-	-	-	-	-	-	-	-
400127	P-Roll Ben/OPEB	39,338	43,623	42,145	40,276	34,620	24,639	-	-
400130	P-Roll Ben/PARS Benefits	642	434	50	398	280	672	-	-
400149	P-Roll Ben/Misc	123,021	140,616	139,314	128,986	162,492	213,429	240,175	267,380
400151	P-Roll Ben/Misc (UAL)	162,985	235,683	271,234	252,844	282,084	243,321	274,260	305,326
Subtotal Fringe Benefits		611,127	691,706	727,447	694,301	864,195	937,116	1,005,294	1,119,167
Prof & Admin Services									
400201	Prof Svcs/Professional Svcs	32,112	38,241	10,957	10,460	12,649	18,791	80,700	93,700
400206	Prof Svcs/Legal Serv Cost	137,614	193,742	149,994	183,326	164,576	199,992	275,000	275,000
400220	Prof Svcs/Info Tech Services	2,375	-	2,142	2,205	-	-	2,500	2,500
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	-	-
400261	Dues & Pub/Memberships & Dues	824	1,590	1,453	1,437	1,689	649	2,025	2,025
400263	Dues & Pub/Subscription	1,500	-	-	-	-	-	7,500	7,500
400271	Ad & Promo/Advertising & Promo	1,559	2,106	1,702	3,928	649	1	3,000	3,000
400272	Ad & Promo/Advertising & Promo	1,563	1,722	-	-	-	-	-	-
400280	Adm Exp/Program Supplies	5,292	1,600	3,432	1,126	4,374	5,159	6,881	6,881
Subtotal Prof & Admin Services		185,563	239,819	169,680	202,481	187,187	226,147	377,606	390,606
Other Operating									
400231	Off Exp/Postage & Mailing	10,849	5,905	6,528	14,981	5,794	12,200	30,000	30,000
400232	Off Exp/Printing & Binding	12,071	3,295	3,428	735	2,377	5,789	30,000	30,000
400233	Off Exp/Copying & Duplicating	46	-	236	-	-	954	-	-
400304	Rental Exp/Equipment Rental	8,721	4,532	2,488	2,554	3,255	2,404	9,000	9,000
400321	Misc Exp/Misc Contrib	3,000	-	1,500	1,500	-	103	-	-
400322	Misc Exp/Misc Exp	3,061	2,262	-	173	-	2,295	-	-
400338	Recognition & Awards	-	-	-	-	-	-	300	300
400341	Off Supp/Office Supplies	8,721	6,024	1,891	6,457	627	4,610	8,000	8,000
400344	Off Supp/Computer Supplies	18	783	-	-	6,316	-	-	-
Subtotal Other Operating		46,486	22,801	16,072	26,400	18,369	28,355	77,300	77,300
400401	Utilities/Tel & Telegraph	254	414	551	498	-	-	500	500
400538	Contract Svcs/Other Contract Svcs	-	-	103	150	112	56	-	-
400552	Prov Fr Ins Loss/Ins Gen Liab	8,029	8,765	9,047	8,991	9,163	9,195	9,500	9,500
400574	Cost Pool/(ISF)-Gen Liab	55,701	75,144	69,513	79,937	83,934	217,744	99,980	104,979
400586	Cost Pool/(CAP)-Admin Charges	51,454	51,454	51,454	52,481	52,481	52,481	52,481	52,481
400591	Cost Pool/(IND)Civic Ctr Alloc	52,420	47,026	50,289	50,286	48,217	60,248	56,315	56,218
400601/4	Noncap Asst/Comp Hrdware	13,328	6,526	-	-	-	-	-	-
391994	TRANSFER IN/From Gen Fund	-	-	-	-	-	(438,726)	(290,391)	(299,373)
TOTAL EXPENSES		2,047,186	2,264,738	2,143,246	2,175,258	2,581,530	2,710,521	3,289,011	3,623,013

Fully Covered \$	207	\$	212	\$	219	\$	218	\$	226	\$	220	\$	238	\$	269
Partially Covered \$	100	\$	112	\$	124	\$	123	\$	127	\$	125	\$	135	\$	152

Assumptions:

- Fully Covered 7,612
- Partially Covered 10,372
- Salaries & Wages Increase of 5% per year, currently MOUs have not been negotiated and signed
- Salaries & Wages/Executive Staff Attorney salary includes 3 months to annualize full year in FY 2026-27
- Salaries & Wages/Mgmt-Local 21 Rent Program Service Analyst included 3 months to annualize for full year in FY 2026-27
- Fringe Benefits Estimated at 53% Salaries & Wages beginning in FY 2026-27 throughout 10 year projection
- Prof & Admin Services, and Other Operating Expenses 2% increase from prior year
- Cost Pool Net \$0 with Transfer In as prior years - no further guidance with Agreement

10 Year Projected									
2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36
3,868,334	4,049,534	4,239,555	4,448,492	4,657,966	4,877,659	5,119,260	5,361,492	5,615,567	5,882,069
51,000	52,020	53,060	54,122	55,204	56,308	57,434	58,583	59,755	60,950
50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
3,969,334	4,151,554	4,342,616	4,552,614	4,763,170	4,983,967	5,226,694	5,470,075	5,725,321	5,993,019
1,090,776	1,145,315	1,202,581	1,262,710	1,325,845	1,392,138	1,461,745	1,534,832	1,611,573	1,692,152
635,593	667,373	700,741	735,778	772,567	811,196	851,756	894,343	939,060	986,013
424,669	445,903	468,198	491,608	516,188	541,998	569,098	597,553	627,430	658,802
72,819	76,460	80,283	84,297	88,512	92,938	97,585	102,464	107,587	112,966
2,625	2,756	2,894	3,039	3,191	3,350	3,518	3,694	3,878	4,072
15,750	16,538	17,364	18,233	19,144	20,101	21,107	22,162	23,270	24,433
2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800
21,816	22,906	24,052	31,568	33,146	34,803	43,852	46,045	48,347	50,765
-	-	-	-	-	-	-	-	-	-
2,266,848	2,380,051	2,498,913	2,630,033	2,761,394	2,899,324	3,051,459	3,203,892	3,363,946	3,532,004
31,619	33,198	34,856	36,685	38,517	40,441	42,563	44,689	46,922	49,266
-	-	-	-	-	-	-	-	-	-
390,605	410,111	430,592	453,186	475,821	499,588	525,803	552,069	579,648	608,606
23,206	24,365	25,582	26,925	28,269	29,681	31,239	32,799	34,438	36,158
301	316	332	349	367	385	405	426	447	469
8,067	8,470	8,893	9,359	9,827	10,318	10,859	11,402	11,971	12,569
2,777	2,916	3,062	3,222	3,383	3,552	3,739	3,926	4,122	4,328
4,837	5,078	5,332	5,611	5,892	6,186	6,511	6,836	7,177	7,536
15,566	16,344	17,160	18,060	18,962	19,909	20,954	22,001	23,100	24,254
7,630	8,011	8,411	8,852	9,294	9,758	10,270	10,783	11,322	11,888
4,482	4,705	4,940	5,200	5,459	5,732	6,033	6,334	6,651	6,983
-	-	-	-	-	-	-	-	-	-
5,544	5,820	6,111	6,432	6,753	7,090	7,462	7,835	8,226	8,637
91,994	96,588	101,412	106,733	112,064	117,661	123,835	130,021	136,517	143,337
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
287,034	301,368	316,418	333,021	349,654	367,119	386,383	405,684	425,951	447,231
327,769	344,137	361,324	380,282	399,276	419,220	441,217	463,258	486,401	510,700
1,201,430	1,261,427	1,324,424	1,393,917	1,463,539	1,536,642	1,617,273	1,698,063	1,782,892	1,871,962
95,574	97,485	99,435	101,424	103,452	105,521	107,632	109,784	111,980	114,220
280,500	286,110	291,832	297,669	303,622	309,695	315,889	322,206	328,650	335,223
2,550	2,601	2,653	2,706	2,760	2,815	2,872	2,929	2,988	3,047
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-
2,066	2,107	2,149	2,192	2,236	2,280	2,326	2,373	2,420	2,468
7,650	7,803	7,959	8,118	8,281	8,446	8,615	8,787	8,963	9,142
3,060	3,121	3,184	3,247	3,312	3,378	3,446	3,515	3,585	3,657
-	-	-	-	-	-	-	-	-	-
7,019	7,159	7,302	7,448	7,597	7,749	7,904	8,062	8,224	8,388
398,418	406,387	414,514	422,805	431,261	439,886	448,684	457,657	466,811	476,147
30,600	31,212	31,836	32,473	33,122	33,785	34,461	35,150	35,853	36,570
30,600	31,212	31,836	32,473	33,122	33,785	34,461	35,150	35,853	36,570
-	-	-	-	-	-	-	-	-	-
9,180	9,364	9,551	9,742	9,937	10,135	10,338	10,545	10,756	10,971
-	-	-	-	-	-	-	-	-	-
306	312	318	325	331	338	345	351	359	366
8,160	8,323	8,490	8,659	8,833	9,009	9,189	9,373	9,561	9,752
-	-	-	-	-	-	-	-	-	-
78,846	80,423	82,031	83,672	85,345	87,052	88,793	90,569	92,381	94,228
510	520	531	541	552	563	574	586	598	609
-	-	-	-	-	-	-	-	-	-
9,690	9,884	10,081	10,283	10,489	10,699	10,913	11,131	11,353	11,580
107,079	109,220	111,405	113,633	115,906	118,224	120,588	123,000	125,460	127,969
53,531	54,601	55,693	56,807	57,943	59,102	60,284	61,490	62,720	63,974
57,342	58,489	59,659	60,852	62,069	63,311	64,577	65,868	67,186	68,529
-	-	-	-	-	-	-	-	-	-
(305,361)	(311,468)	(317,697)	(324,051)	(330,532)	(337,143)	(343,886)	(350,764)	(357,779)	(364,934)
3,868,334	4,049,534	4,239,555	4,448,492	4,657,966	4,877,659	5,119,260	5,361,492	5,615,567	5,882,069

\$ 287 \$ 301 \$ 315 \$ 331 \$ 346 \$ 363 \$ 381 \$ 399 \$ 418 \$ 437
 \$ 162 \$ 170 \$ 178 \$ 186 \$ 195 \$ 204 \$ 214 \$ 224 \$ 235 \$ 246

	FY2022-23 ACTUALS	FY2023-24 ACTUALS	FY2024-25 ACTUALS as of	FY2024-25 REV. BUDGET	FY2025-26 DRAFT BUDGET	PCT CHANGE
PYROLLFRINGE BENEFIT	376,876	463,375	326,671	387,899	463,637	20%
PROF & ADMIN	9,536	10,083	11,300	40,000	55,700	39%
OTHER OPERATING	29,336	47,647	34,151	77,900	86,060	10%
UTILITIES	80,105	80,372	89,979	101,000	170,132	68%
EQPT & CONTRACT SVCS	46,720	53,213	48,427	75,000	113,000	51%
COST POOL	145,433	463,200	87,087	116,115	118,856	2%
ASSET/CAPITAL OUTLAY	-	23,000	-	-	-	-
EXPENDITURE	1,121,689	1,733,775	1,068,709	1,397,132	1,637,451	17%

1015	MARINA BAY LNDSCP & LIGHT DIST					
PROPERTY TAXES	(671,141)	(714,664)	(404,840)	(730,810)	(752,734)	3%
USE OF MONEY&PROPRTY	(3,097)	(31,711)	(22,303)	-	-	-
OPER XFERS IN	(448,967)	(476,309)	(367,953)	(490,599)	(505,317)	3%
REVENUE	(1,123,205)	(1,222,684)	(795,097)	(1,221,409)	(1,258,051)	3%
SALARIES AND WAGES	450,061	449,787	298,073	455,467	440,744	-3%
PYROLLFRINGE BENEFIT	328,397	276,818	180,204	233,309	240,377	3%
PROF & ADMIN	34,007	33,850	21,213	49,847	82,603	66%
OTHER OPERATING	60,510	58,447	8,857	80,000	85,000	6%
UTILITIES	148,724	140,210	152,163	255,000	255,000	0%
EQPT & CONTRACT SVCS	20,414	19,883	15,612	-	33,000	-
COST POOL	116,448	153,348	67,996	90,661	67,142	-26%
ASSET/CAPITAL OUTLAY	-	-	12,961	13,656	13,657	0%
EXPENDITURE	1,158,560	1,132,341	757,078	1,177,940	1,217,523	3%

1017	CHEVRON MODERNIZATN PROJ & CIA					
USE OF MONEY&PROPRTY	(54,117)	(831,170)	(519,889)	-	-	-
OTHER REVENUE	(417)	42,075	-	-	-	-
INTERGOV OTHER GRANT	(7,000,000)	(4,016,500)	-	-	-	-
REVENUE	(7,054,534)	(4,805,595)	(519,889)	-	-	-
PROF & ADMIN	4,062,376	4,091,670	1,003,378	10,468,992	6,929,121	-34%
OTHER OPERATING	48,818	627	8,920	337,098	70,000	-79%
EQPT & CONTRACT SVCS	532,101	432,154	45,395	1,123,950	961,976	-14%
ASSET/CAPITAL OUTLAY	1,921,149	149,979	18,981	524,320	681,500	30%
GRANT EXPENDITURES	39,390	-	-	50,000	100,000	100%
EXPENDITURE	6,603,834	4,674,429	1,076,674	12,504,360	8,742,597	-30%

1018	RENT CONTROL					
LICENSES,PRMITS&FEES	(2,332,429)	(2,931,687)	(2,694,465)	(3,289,011)	(3,600,000)	9%
USE OF MONEY&PROPRTY	(6,803)	(88,652)	(64,023)	(50,000)	(50,000)	0%
OTHER REVENUE	(14,641)	(61,209)	(66)	(50,000)	(50,000)	0%
OPER XFERS IN	-	(438,726)	(217,791)	(290,391)	(210,000)	-28%
REVENUE	(2,353,873)	(3,520,275)	(2,976,344)	(3,679,402)	(3,910,000)	6%
SALARIES AND WAGES	1,061,458	1,621,834	1,397,104	1,900,425	2,048,388	8%
PYROLLFRINGE BENEFIT	690,793	971,390	719,598	1,005,294	1,073,927	7%
PROF & ADMIN	226,744	230,406	154,510	377,606	416,750	10%
OTHER OPERATING	36,214	32,789	24,628	77,300	79,000	2%
UTILITIES	481	-	-	500	500	0%
EQPT & CONTRACT SVCS	188	56	-	-	-	-
PROVISN FOR INS LOSS	8,991	9,195	9,114	9,500	10,000	5%
COST POOL	182,704	330,473	156,582	208,776	210,000	1%
EXPENDITURE	2,207,880	3,196,143	2,461,537	3,579,402	3,838,565	7%

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