

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: August 27, 2025

Final Decision Date Deadline: August 27, 2025

**STATEMENT OF THE ISSUE:** As part of the Fiscal Year 2021-22 budget development process, management staff consulted with Kevin Harper, CPA, to implement a series of budgetary best practices for the Rent Program and Rent Board. As Kevin Harper advised in his March 12, 2020, memorandum, "a key element of an effective budget process is monitoring actual results against the budget throughout the year. This is done on a quarterly basis to allow management time to make adjustments if necessary to expenditures, policies or operations." In accordance with Kevin Harper's advice, staff members have prepared the report for the fourth quarter ending June 30, 2025, for the Board's receipt.

## 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>CONSENT CALENDAR</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 Budgeted versus Actual Revenue and Expenditures Report for the fourth quarter ending June 30, 2025 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

**F-5.**

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RICHMOND RENT PROGRAM  
 BUDGET VS ACTUAL REPORT - REVENUES AND EXPENDITURES  
 QUARTER ENDED JUNE 30, 2025

	QUARTER ENDED for 6/30/2025			YEAR-TO-DATE as of 6/30/2025			VARIANCE EXPLANATION (a)
	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	
<b>REVENUES</b>							
Fees (includes revenue from collections agency)	\$ (164,951)	\$ (139,200)	\$ 25,751	\$ (3,289,011)	\$ (2,833,664)	\$ 455,347	Less collections due to implementation of new Land Management System
Other Income	(25,000)	(29,841)	(4,841)	(100,000)	(93,930)	6,070	
<b>TOTAL REVENUES</b>	<b>(189,951)</b>	<b>(169,040)</b>	<b>20,910</b>	<b>(3,389,011)</b>	<b>(2,927,594)</b>	<b>461,417</b>	
<b>EXPENDITURES</b>							
<b>Salaries &amp; Wages</b>							
SALARIES & WAGES/Executive	246,176	231,128	15,047	984,703	969,574	15,129	
SALARIES & WAGES/Mgmt-Local 21	116,791	118,042	(1,251)	467,164	456,712	10,451	
SALARIES & WAGES/Local 1021	90,219	82,673	7,546	360,875	302,966	57,909	
SALARIES & WAGES/PT- Temp	11,750	28,850	(17,100)	47,000	86,667	(39,667)	Budgeted intern, acting pay to assist with the vacancy of an Office Trainee recruitment on going, Q1 2025-26 hire
OVERTIME/General	625	-	625	2,500	2,038	462	
OTHER PAY/Acting	-	4,916	(4,916)	-	15,433	(15,433)	Budgeted intern, acting pay to assist with the vacancy of an Office Trainee recruitment on going, Q1 2025-26 hire
OTHER PAY/Bilingual Pay	3,572	2,843	729	14,289	12,035	2,254	
OTHER PAY/Auto Allowance	1,050	1,050	-	4,200	4,200	-	
OTHER PAY/Pension Credit	4,924	4,558	365	19,694	19,141	553	
OTHER PAY/Pension Credit	-	-	-	-	2,400	(2,400)	Holiday bonus for Student Interns not budgeted - City approved policy in December 2024
<b>Subtotal Salaries &amp; Wages</b>	<b>475,106</b>	<b>474,062</b>	<b>1,044</b>	<b>1,900,425</b>	<b>1,871,166</b>	<b>31,659</b>	
<b>Benefits</b>							
P-ROLL BEN/Medicare Tax-ER Shri	6,614	6,831	(217)	26,457	26,983	(526)	
P-ROLL BEN/Health Insurance Benefit	81,710	78,151	3,559	326,838	304,388	22,450	
P-ROLL BEN/Dental Insurance	4,855	8,300	(3,446)	19,418	21,827	(2,409)	
P-ROLL BEN/Employee Assistance	63	58	5	252	237	15	
P-ROLL BEN/Professional Dev-Mg	1,688	-	1,688	6,750	2,452	4,298	Staff utilized less professional development allocated for the fiscal year
P-ROLL BEN/Vision	581	735	(154)	2,324	2,358	(34)	
P-ROLL BEN/Life Insurance	1,012	1,264	(253)	4,047	4,255	(208)	
P-ROLL BEN/Long Term Disability	3,256	2,233	1,023	13,025	8,982	4,043	Less LTD Insurance paid and budgeted by Finance
P-ROLL BEN/Unemployment Ins	1,596	1,862	(266)	6,384	7,410	(1,026)	
P-ROLL BEN/Personal/Prof Dev	938	-	938	3,750	1,498	2,252	Staff utilized less professional development allocated for the fiscal year
P-ROLL BEN/Worker Comp-Clerical	-	-	-	-	-	-	
P-ROLL BEN/Worker Comp-Prof	20,404	20,404	(0)	81,614	81,614	-	
P-ROLL BEN/OPEB	-	-	-	-	-	-	
P-ROLL BEN/PARS Benefits	-	235	(235)	-	1,102	(1,102)	PARS charge was not originally budgeted by HR and Finance
P-ROLL BEN/PERS-Misc.	60,044	58,889	1,155	240,175	232,443	7,732	
P-ROLL BEN/PERS-Misc. (UAL)	68,565	104,522	(35,957)	274,260	307,532	(33,272)	
<b>Subtotal Benefits</b>	<b>251,324</b>	<b>283,484</b>	<b>(32,160)</b>	<b>1,005,294</b>	<b>1,003,082</b>	<b>2,212</b>	
<b>Professional &amp; Administrative Services</b>							
PROF SVCS/Professional Sacs	20,175	9,263	10,912	80,700	20,519	60,181	Less interpretation and translation services used in the fiscal year
PROF SVCS/Legal Serv Cost	68,750	92,179	(23,429)	275,000	225,507	49,493	Legal Services with one vendor was delayed due to contract negotiation with agency
PROF SVCS/Info Tech Ser	625	-	625	2,500	2,500	-	
TRAVEL & TRNG/Tuition R	-	-	-	-	611	(611)	Staff budgeted in P-ROLL BEN/Professional Dev-Mg
DUES & PUB/Memberships & Dues	506	613	(107)	2,025	1,164	861	Staff did not utilize all legal dues in current year
DUES & PUB/Memberships & Dues	1,875	1,955	(80)	7,500	4,453	3,047	Property subscription was deferred for part of the year due to new land management system implementation
Ad & Promo/Advertising & Promo Materials	750	1,829	(1,079)	3,000	2,478	522	Less outreach materials purchased in year
Adm Exp/Program Supplies	1,720	2,387	(667)	6,881	5,504	1,377	
<b>Subtotal Professional, Travel, &amp; Admin Services</b>	<b>94,402</b>	<b>108,225</b>	<b>(13,824)</b>	<b>377,606</b>	<b>262,736</b>	<b>114,870</b>	
<b>Other Operating Expenditures</b>							
OFF EXP/Postage & Mailing	7,500	1,482	6,018	30,000	16,531	13,469	Less Guides have been printed and sent out in current year
OFF EXP/Printing & Binding	7,500	778	6,722	30,000	4,040	25,960	Less Guides have been printed and sent out in current year
RENTAL EXP/Equipment Rental	2,250	5,925	(3,675)	9,000	7,474	1,526	Full charges for copier shared with the City have not been charged to the Program, awaiting invoice
RECOGNITION	75	-	75	300	-	300	No charges for Recognition in the current quarter, expected in 1st quarter FY 2025-26
OFF SUPPI/Office Supplies	2,000	1,573	427	8,000	6,343	1,657	Less office supplies were purchased in fiscal year
UTILITIES/Tel & Telegraph	125	-	125	500	-	500	Expenditures for line item have not been utilized
PROV FR INS LOSS/Ins Gen Liability	2,375	-	2,375	9,500	9,114	386	
COST POOL/(ISF)-Gen Liability	24,995	24,996	(1)	99,980	99,980	-	
COST POOL/(CAP)- Admin Charges	13,120	13,119	1	52,481	52,481	-	
COST POOL/(IND)/Civic Ctr Alok	14,079	14,079	(0)	56,315	56,315	-	
90 OPER XFERS IN	(72,598)	(72,600)	2	(290,391)	(290,391)	-	
<b>Subtotal Other Operating Expenditures</b>	<b>1,421</b>	<b>(10,647)</b>	<b>12,068</b>	<b>5,686</b>	<b>(38,113)</b>	<b>43,799</b>	
<b>TOTAL EXPENDITURES</b>	<b>822,253</b>	<b>855,124</b>	<b>(32,871)</b>	<b>3,289,011</b>	<b>3,098,870</b>	<b>190,141</b>	
<b>NET (REVENUES) TO EXPENDITURES</b>	<b>\$ 632,302</b>	<b>\$ 686,084</b>	<b>\$ (53,782)</b>	<b>\$ (100,000)</b>	<b>\$ 171,276</b>	<b>\$ (271,276)</b>	Less fees collected in last quarter - new land management system implementation delayed collections

(a) Variance explanations are provided where the actual expenditures varies from the budgeted amount by twenty five percent or more.

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