

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: November 19, 2025

Final Decision Date Deadline: November 19, 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 first quarter ending September 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 first quarter ending September 30, 2025 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

F-4.

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**RICHMOND RENT PROGRAM
BUDGET VS ACTUAL REPORT - REVENUES AND EXPENDITURES
QUARTER ENDED JUNE 30, 2026**

	QUARTER ENDED for 9/30/2025			YEAR-TO-DATE as of 6/30/2026			VARIANCE EXPLANATION (a)
	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	
REVENUES							
Fees (includes revenue from collections agency)	\$ (1,319,604)	\$ (1,019,589)	\$ 300,015	\$ (1,319,604)	\$ (1,019,589)	\$ 300,015	Less collections due to implementation of new Land Management System, Invoices sent out in September 2025
Other Income	(25,000)	(1,761)	23,239	(25,000)	(1,761)	23,239	Collections efforts have not begun for late invoices and City has not recorded Interest and Gain income
TOTAL REVENUES	(1,344,604)	(1,021,350)	323,255	(1,344,604)	(1,021,350)	323,255	
EXPENDITURES							
Salaries & Wages							
SALARIES & WAGES/Executive	243,995	212,178	31,817	243,995	212,178	31,817	
SALARIES & WAGES/Mgmt.-Local 21	145,228	121,916	23,312	145,228	121,916	23,312	
SALARIES & WAGES/Local 1021	100,999	82,728	18,271	100,999	82,728	18,271	Budgeted intern, acting pay to assist with the vacancy of an Admin. Trainee recruitment on going, delay in hire
SALARIES & WAGES/PT- Temp	17,500	34,564	(17,064)	17,500	34,564	(17,064)	Budgeted intern, acting pay to assist with the vacancy of an Admin. Trainee recruitment on going, delay in hire
OVERTIME/General	625	222	403	625	222	403	Less overtime requested to invoice in current fiscal year
OTHER PAY/Acting	-	6,536	(6,536)	-	6,536	(6,536)	Budgeted intern, acting pay to assist with the vacancy of an Admin. Trainee recruitment on going, delay in hire
OTHER PAY/Bilingual Pay	3,875	2,545	1,330	3,875	2,545	1,330	Staff Attorney resigned, less bilingual pay in current quarter
OTHER PAY/Auto Allowance	700	1,050	(350)	700	1,050	(350)	Budgeted Auto Expense is annualized, pay will go through February 2026
OTHER PAY/Pension Credit	4,589	4,180	409	4,589	4,180	409	
OTHER PAY/Bonuses	5,700	-	5,700	5,700	-	5,700	No bonus paid in current quarter, MOUs negotiation continue
Subtotal Salaries & Wages	523,210	465,918	57,293	523,210	465,918	57,293	
Benefits							
P-ROLL BEN/Medicare Tax-ER Shri	7,298	6,736	561	7,298	6,736	561	
P-ROLL BEN/Health Insurance Benefit	90,155	72,393	17,762	90,155	72,393	17,762	
P-ROLL BEN/Dental Insurance	5,356	4,162	1,194	5,356	4,162	1,194	
P-ROLL BEN/Employee Assistance	70	55	14	70	55	14	
P-ROLL BEN/Professional Dev-Mg	1,875	410	1,465	1,875	410	1,465	Staff utilized less professional development allocated for the current quarter
P-ROLL BEN/Vision	641	499	142	641	499	142	
P-ROLL BEN/Life Insurance	1,116	1,325	(208)	1,116	1,325	(208)	
P-ROLL BEN/Long Term Disability	3,593	2,175	1,418	3,593	2,175	1,418	Less LTD Insurance paid and budgeted by Finance
P-ROLL BEN/Unemployment Ins	1,761	1,824	(63)	1,761	1,824	(63)	
P-ROLL BEN/Personal/Prof Dev	937	624	313	937	624	313	Staff utilized less professional development allocated for the current quarter
P-ROLL BEN/Worker Comp-Clerical	1,173	-	1,173	1,173	-	1,173	Finance Department did not record Clerical Workers Comp for current quarter
P-ROLL BEN/Worker Comp-Prof	21,424	21,424	-	21,424	21,424	-	
P-ROLL BEN/OPEB	-	-	-	-	-	-	
P-ROLL BEN/PARS Benefits	-	278	(278)	-	278	(278)	PARS charge was not originally budgeted by HR and Finance
P-ROLL BEN/PERS-Misc.	66,250	54,218	12,032	66,250	54,218	12,032	
P-ROLL BEN/PERS-Misc. (UAL)	75,652	71,189	4,463	75,652	71,189	4,463	
Subtotal Benefits	277,301	237,313	39,988	277,301	237,313	39,988	
Professional & Administrative Services							
PROF SVCS/Professional Sacs	23,425	4,682	18,743	23,425	4,682	18,743	Less interpretation and translation services used in the current quarter
PROF SVCS/Legal Serv Cost	68,750	33,332	35,418	68,750	33,332	35,418	Legal Services with one vendor was delayed due to contract negotiation with agency
PROF SVCS/Info Tech Ser	625	-	625	625	-	625	City has not invoiced for quarterly TRAKIT subscription
TRAVEL & TRNG/Tuition R	-	-	-	-	-	-	
DUES & PUB/Memberships & Dues	506	-	506	506	-	506	Staff did not utilize all legal dues in current quarter
DUES & PUB/Memberships & Dues	1,875	390	1,485	1,875	390	1,485	Property subscription was deferred for part of the year due to new land management system implementation
Ad & Promo/Advertising & Promo Materials	750	-	750	750	-	750	No outreach materials purchased in current quarter
Adm Exp/Program Supplies	1,720	420	1,300	1,720	420	1,300	Less admin expenses in current quarter
Subtotal Professional, Travel, & Admin Services	97,652	38,824	58,827	97,652	38,824	58,827	
Other Operating Expenditures							
OFF EXP/Postage & Mailing	7,500	-	7,500	7,500	-	7,500	No Guides have been printed and sent out in current year
OFF EXP/Printing & Binding	7,500	-	7,500	7,500	-	7,500	No Guides have been printed and sent out in current year
RENTAL EXP/Equipment Rental	2,250	560	1,690	2,250	560	1,690	Full charges for copier shared with the City have not been charged to the Program, awaiting invoice

RECOGNITION	75	339	(264)	75	339	(264)	Recognition in the current quarter for entire year expenditure for meeting on September 30, 2025
OFF SUPP/Office Supplies	2,000	-	2,000	2,000	-	2,000	No office supplies were purchased in current quarter
UTILITIES/Tel & Telegraph	125	-	125	125	-	125	Expenditures for phone line been charged
PROV FR INS LOSS/Ins Gen Liability	2,375	8,500	(6,125)	2,375	8,500	(6,125)	Annual invoice for insurance premium paid in current quarter
COST POOL/(ISF)-Gen Liability	26,245	26,244	1	26,245	26,244	1	
COST POOL/(CAP)- Admin Charges	13,120	13,119	1	13,120	13,119	1	
COST POOL/(IND)Civic Ctr Alok	14,055	14,053	2	14,055	14,053	2	
90 OPER XFERS IN	(74,843)	(24,948)	(49,895)	(74,843)	(24,948)	(49,895)	Finance Department recorded the credit for Cost Pool Charges in October 2025
Subtotal Other Operating Expenditures	401	37,867	(37,466)	401	37,867	(37,466)	
TOTAL EXPENDITURES	898,565	779,922	118,642	898,565	779,922	118,642	
NET (REVENUES) TO EXPENDITURES	\$ (446,040)	\$ (241,427)	\$ (204,612)	\$ (446,040)	\$ (241,427)	\$ (204,612)	Less fees collected in quarter due to 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.