

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: January 21, 2026

Final Decision Date Deadline: January 21, 2026

**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 second quarter ending December 31, 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 second quarter ending December 31, 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 DECEMBER 31, 2025**

	QUARTER ENDED for 12/31/2025			YEAR-TO-DATE for 6/30/2026			VARIANCE EXPLANATION (a)
	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	
<b>REVENUES</b>							
Fees (includes revenue from collections agency)	\$ (1,319,604)	\$ (1,365,322)	\$ (45,718)	\$ (2,144,357)	\$ (2,384,911)	\$ (240,554)	
Other Income	(25,000)	(17,083)	7,917	(25,000)	(18,843)	6,157	
<b>TOTAL REVENUES</b>	<b>(1,344,604)</b>	<b>(1,382,405)</b>	<b>(37,801)</b>	<b>(2,169,357)</b>	<b>(2,403,755)</b>	<b>(234,398)</b>	
<b>EXPENDITURES</b>							
<b>Salaries &amp; Wages</b>							
SALARIES & WAGES/Executive	243,995	241,991	2,004	487,989	454,168	33,821	
SALARIES & WAGES/Mgmt -Local 21	145,228	161,039	(15,810)	290,456	282,955	7,502	
SALARIES & WAGES/Local 1021	100,999	55,065	45,933	201,997	137,793	64,204	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	31,230	(13,730)	35,000	65,794	(30,794)	Budgeted intern, acting pay to assist with the vacancy of an Admin. Trainee recruitment on going, delay in hire
OVERTIME/General	625	301	324	1,250	523	727	Less overtime requested to invoice in current fiscal year
OTHER PAY/Acting	-	6,040	(6,040)	-	12,576	(12,576)	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	1,916	1,959	7,750	4,461	3,289	Staff Attorney resigned, less bilingual pay in current quarter
OTHER PAY/Auto Allowance	700	1,050	(350)	1,400	2,100	(700)	Budgeted Auto Expense is annualized, pay will go through February 2026
OTHER PAY/Pension Credit	4,589	4,766	(178)	9,178	8,946	232	
OTHER PAY/Bonuses	5,700	2,400	3,300	11,400	2,400	9,000	No bonus paid in current quarter, MOU's negotiation continue
<b>Subtotal Salaries &amp; Wages</b>	<b>523,210</b>	<b>505,798</b>	<b>17,412</b>	<b>1,046,421</b>	<b>971,716</b>	<b>74,705</b>	
<b>Benefits</b>							
P-ROLL BEN/Medicare Tax-ER Shri	7,298	7,305	(7)	14,596	14,042	554	
P-ROLL BEN/Health Insurance Benefit	90,155	69,480	20,676	180,311	141,873	38,438	
P-ROLL BEN/Dental Insurance	5,356	3,931	1,426	10,713	8,093	2,620	
P-ROLL BEN/Employee Assistance	70	52	17	139	107	32	
P-ROLL BEN/Professional Dev-Mg	-	-	-	-	-	-	
P-ROLL BEN/Professional Dev-Mg	1,875	-	1,875	3,750	410	3,340	Staff utilized less professional development allocated for the current quarter
P-ROLL BEN/Vision	641	472	169	1,282	971	311	
P-ROLL BEN/Life Insurance	1,116	1,415	(298)	2,233	2,739	(507)	
P-ROLL BEN/Long Term Disability	3,593	1,371	2,222	7,186	3,546	3,640	Less LTD Insurance paid and budgeted by Finance
P-ROLL BEN/Unemployment Ins	1,761	1,748	13	3,522	3,572	(50)	
P-ROLL BEN/Personal/Prof Dev	937	750	187	1,875	1,374	500	Staff utilized less professional development allocated for the current quarter
P-ROLL BEN/Worker Comp-Clerical	1,173	-	1,173	2,346	-	2,346	Finance Department did not record Clerical Workers Comp for current quarter
P-ROLL BEN/Worker Comp-Prof	21,424	21,424	-	42,848	42,848	-	
P-ROLL BEN/PARS Benefits	-	275	(275)	-	554	(554)	PARS charge was not originally budgeted by HR and Finance
P-ROLL BEN/PERS-Misc.	66,250	53,870	12,380	132,500	108,089	24,412	
P-ROLL BEN/PERS-Misc. (UAL)	75,652	67,538	8,114	151,304	138,727	12,577	
<b>Subtotal Benefits</b>	<b>277,301</b>	<b>229,631</b>	<b>47,671</b>	<b>554,603</b>	<b>466,944</b>	<b>87,659</b>	
<b>Professional &amp; Administrative Services</b>							
PROF SVCS/Professional Sacs	23,425	6,346	17,079	46,850	11,028	35,822	Less interpretation and translation services used in the current quarter
PROF SVCS/Legal Serv Cost	68,750	49,998	18,752	137,500	83,330	54,170	Legal Services with one vendor was delayed due to contract negotiation with agency
PROF SVCS/Info Tech Ser	625	-	625	1,250	-	1,250	City has not invoiced for quarterly TRAKIT subscription
TRAVEL & TRNG/Tuition R	-	-	-	-	-	-	
DUES & PUB/Memberships & Dues	506	565	(59)	1,013	565	448	Staff did not utilize all legal dues in current quarter
DUES & PUB/Memberships & Dues	1,875	2,527	(652)	3,750	2,917	833	Property subscription was deferred for part of the year due to new land management system implementation
Ad & Promo/Advertising & Promo Materials	750	699	51	1,500	699	801	No outreach materials purchased in current quarter
Adm Exp/Program Supplies	1,720	924	796	3,441	1,345	2,096	Less admin expenses in current quarter
<b>Subtotal Professional, Travel, &amp; Admin Services</b>	<b>97,652</b>	<b>61,059</b>	<b>36,592</b>	<b>195,303</b>	<b>99,884</b>	<b>95,419</b>	
<b>Other Operating Expenditures</b>							
OFF EXP/Postage & Mailing	7,500	1,158	6,342	15,000	1,158	13,842	No Guides have been printed and sent out in current year
OFF EXP/Printing & Binding	7,500	2,365	5,135	15,000	2,365	12,635	No Guides have been printed and sent out in current year
RENTAL EXP/Equipment Rental	2,250	4,116	(1,866)	4,500	4,676	(176)	
RECOGNITION	75	-	75	150	460	(310)	Recognition in the current quarter for entire year expenditure for meeting on September 30, 2025
OFF SUPP/Office Supplies	2,000	1,381	619	4,000	1,261	2,739	No office supplies were purchased in current quarter
UTILITIES/Tel & Telegraph	125	-	125	250	-	250	Expenditures for phone line been charged
PROV FR INS LOSS/Ins Gen Liability	2,375	-	2,375	4,750	8,500	(3,750)	Annual invoice for insurance premium paid in current quarter
COST POOL(ISF)-Gen Liability	26,245	26,244	1	52,490	52,488	2	
COST POOL(CAP)- Admin Charges	13,120	13,119	1	26,241	26,238	3	
COST POOL(IND)Civic Ctr Alok	14,055	14,055	(1)	28,109	28,108	1	
90 OPER XFERS IN	(74,843)	(124,740)	49,897	(149,687)	(149,688)	1	
<b>Subtotal Other Operating Expenditures</b>	<b>401</b>	<b>(62,301)</b>	<b>62,703</b>	<b>803</b>	<b>(24,434)</b>	<b>25,237</b>	
<b>TOTAL EXPENDITURES</b>	<b>898,565</b>	<b>734,187</b>	<b>164,378</b>	<b>1,797,129</b>	<b>1,514,109</b>	<b>283,020</b>	
<b>NET (REVENUES) TO EXPENDITURES</b>	<b>\$ (446,040)</b>	<b>\$ (648,218)</b>	<b>\$ 202,179</b>	<b>\$ (372,228)</b>	<b>\$ (889,646)</b>	<b>\$ 517,418</b>	More 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.

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