

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: May 31, 2022

Final Decision Date Deadline: May 31, 2022

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 will be determined by the City Council after a recommendation by the Board is provided to the City Council. Prior to July 1, the Board is required to hold a public hearing on a proposed budget and adopt an annual budget for the ensuing fiscal year. In February, staff members began provided the Rent Board with periodic updates on the progress of developing a budget and fee study for fiscal year 2022-23. Since then, the focus has been to produce a viable budget that provides financial sustainability for the Rent Program to administer necessary services to the rental community. Higher than expected Fringe Benefits and Cost Pool allocations were provided by the City of Richmond. These higher charges could potentially expose the Program to operating cash flow concerns. During our budget development process, it has been established that the Fringe Benefits allocation methodology for Worker's Compensation requires further research and validation to determine the accuracy and alignment with Government Code 50076.

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> | |

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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: DIRECT Rent Program staff to work with City Council Member Jimenez to propose a policy to the City of Richmond City Council that would cap all charges assessed by the City, to special revenue funded departments/agencies, at 30% of current fiscal year budgeted expenditures – Rent Program (Nicolas Traylor/Fred Tran 620-6564).

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AGENDA REPORT

DATE: May 31, 2022

TO: Chair Finlay and Members of the Rent Board

FROM: Nicolas Traylor, Executive Director
Fred Tran, Deputy Director

SUBJECT: RESOLUTION FOR FRINGE BENEFITS CAP - FISCAL YEAR 2022–23
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 will be determined by the City Council after a recommendation by the Board is provided to the City Council. Prior to July 1, the Board is required to hold a public hearing on a proposed budget and adopt an annual budget for the ensuing fiscal year.

In February, staff members began provided the Rent Board with periodic updates on the progress of developing a budget and fee study for fiscal year 2022-23. Since then, the focus has been to produce a viable budget that provides financial sustainability for the Rent Program to administer necessary services to the rental community. Higher than expected Fringe Benefits and Cost Pool allocations were provided by the City of Richmond. These higher charges could potentially expose the Program to operating cash flow concerns. During our budget development process, it has been established that the Fringe Benefits allocation methodology for Worker’s Compensation requires further research and validation to determine the accuracy and alignment with Government Code 50076.

RECOMMENDED ACTION:

DIRECT Rent Program staff to work with City Council Member Jimenez to propose a policy to the City of Richmond City Council that would cap all charges assessed by the City, to special revenue funded departments/agencies, at 30% of current fiscal year budgeted expenditures – Rent Program (Nicolas Traylor/Fred Tran 620-6564).

FISCAL IMPACT:

The estimated fiscal impact of the proposed best-known budget amounts as follows:

Budget Option would result in a projected Fringe Benefits costs decreasing with a net amount of \$144,755 (17.9%) from \$954,273 to \$809,518 for fiscal year 2022-23.

DISCUSSION:

Background

On February 16, 2022, Staff presented the operating budget options and corresponding Rental Housing Fees to the Rental Board for Fiscal Year 2022-23 and receive direction on the selection of one of two budget options. Prior to presenting the final proposed budget, Staff was awaiting the Fringe Benefits percentage, Cost Pool for Insurance, Administrative Charges, and Civic Center Allocation from the Finance (Budget) Department, as these charges impact the fee calculation. Rent Program staff met with the Finance and Human Resources Department on February 17, 2022, to receive further guidance of the City-wide cost allocation. Rent Program staff was advised by the Finance Department that the Cost Pool amounts were anticipated to increase, but the finalized amounts and support had yet to be provided.

In late February, the Cost Pool for General Liability Insurance of \$201,083 and Worker's Compensation of \$163,421 were made available to the Program. The amounts provided were significantly higher than the prior year of \$79,937 and \$98,172 respectively, which constitute an increase of 152% and 66%, respectively. Staff had requested for the methodology and calculations for support (*Attachment 1*). Risk Management continues to evaluate and revise the allocation. The finalized amounts are expected to be provided in late May, which remain outstanding.

The Fringe Benefits budgeted amounts were inputted into the system by the Finance Department during the first week of April totaling \$1,004,332 (78% of total salaries and wages) from prior year's amount of \$747,618 (34.3% increase). There has been a change in methodology from prior year of an allocation that is derived from Total Salaries budgeted. The line item increases, methodology, and analysis will be mentioned in the Discussion.

The Fringe Benefits budgeted amounts were revised by the Finance Department during the first week of May. The prior total of \$1,004,332 received in April at 78% of total salaries and wages decreased to \$954,273 which represents 73% of total salaries and wages. In the prior fiscal year. The methodology for the Worker's Compensation cost allocation produced by Risk Management and actuary requires further researched and validated.

Rent Program leadership are engaged in on-going discussions with the City Attorney's, City Manager, Human Resources, and Finance Department regarding the budgeted Cost

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Pool and Fringe Benefits amounts. Potential options will be explained in the Discussion section of this report.

Discussion

Fringe Benefits:

Prior year methodology used an estimated 62% of Total Salaries to calculate the Total Fringe Benefits with an allocation for each line item provided by the Finance Department. Below is a comparison of the Fringe Benefit line items from prior years. Rent Program staffing levels and salaries have not increase significantly, which presumably means that rates for the Medical/Life Insurance, Worker's Compensation, OPEB, and CalPERS employer rates and contributions have increased. The City is also utilizing a revised methodology. Staff has contacted the Finance Department, requesting confirmation and documentation as to why the rate increased or methodology on new allocations. Staff is still waiting for the final supporting documentation from the City. The latest amount provided by the City for Worker's Compensation is \$158,864. The Worker's Compensation increase, which is due to a change in methodology, is still under review and Staff are currently in discussions with the City Attorney's, City Manager, Human Resources, and Finance Department regarding the appropriateness of those charges aligning with if Government Code 50076.

<i>Object #</i>	<i>City Account Description</i>	FY 18-19 ACTUALS	FY 19-20 ACTUALS	FY 20-21 ACTUALS	FY 21-22 PROPOSED	FY 22-23 PROPOSED
	Subtotal - Salaries & Wages	1,022,823	1,121,084	1,049,091	1,195,799	1,305,674
400103	P-Roll Ben/Medicare Tax-ER Shr	14,937	16,389	15,313	15,992	18,207
400104	P-Roll Ben/PERS Benefits	-	-	-	-	-
400105	P-Roll Ben/Health Insurance Be	146,557	136,575	128,611	140,309	232,291
400106	P-Roll Ben/Dental Insurance	16,652	17,021	17,534	15,508	17,520
400109	P-Roll Ben/Employee Assistance	430	473	422	464	216
400110	P-Roll Ben/Professional Dev-Mg	3,728	5,200	1,500	3,750	6,750
400111	P-Roll Ben/Vision	2,106	2,095	2,049	2,052	2,052
400112	P-Roll Ben/Life Insurance	5,557	4,006	3,433	3,713	4,139
400114	P-Roll Ben/Long Term Disabilit	9,408	10,100	9,259	10,076	12,342
400116	P-Roll Ben/Unemployment Ins	1,860	5,100	4,960	5,730	5,472
400117	P-Roll Ben/Personal/Prof Dev	750	1,493	1,500	5,250	2,250
400118	P-Roll Ben/Worker Comp-Injury Appt	-	-	692	359	-
400121	P-Roll Ben/Worker Comp-Clerica	13,806	12,154	14,541	19,240	24,001
400122	P-Roll Ben/Worker Comp-Prof	69,352	60,744	74,891	79,290	-
400127	P-Roll Ben/OPEB	39,338	43,623	42,145	22,763	40,723
400130	P-Roll Ben/PARS Benefits	642	434	50	94	-
400149	P-Roll Ben/Misc	123,021	140,616	139,314	151,638	156,287
400151	P-Roll Ben/Misc (UAL)	162,985	235,683	271,234	271,391	287,268
	Subtotal Fringe Benefits	611,127	691,706	727,447	747,618	809,518
	Fringe Benefits % to Salaries and Wages	60%	62%	69%	63%	62%

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RECOMMENDED ACTION:

DIRECT Rent Program staff to work with City Council Member Jimenez to propose a policy to the City of Richmond City Council that would cap all charges assessed by the City, to special revenue funded departments/agencies, at 30% of current fiscal year budgeted expenditures.

DOCUMENTS ATTACHED:

Attachment 1 – 2022-2023 Fiscal Year General Liability and Worker’s Compensation
Cost Allocation provided by Human Resources

Attachment 2 – Proposed Resolution

2022-2023 FISCAL YEAR ESTIMATED WORKERS' COMPENSATION COST ALLOCATION

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ATTACHMENT 1

	# OF EMPLOYEES ¹		# OF CLAIMS ²		TOTAL INCURRED ²		PAYROLL ¹		Combined Average %	TOTAL ALLOCATION ³	22/23 Percentage to payroll	Percentage *Payroll Collection Amount	22/23 Cost Per Employee
WC Class Code: Clerical													
City Clerk	4	0.59%	0	0.00%	\$0	0.00%	\$371,118	0.59%	0.30%	\$36,018			
Housing Authority	2	0.29%	4	0.55%	\$13,638	0.04%	\$195,370	0.31%	0.30%	\$36,474			
Library	41	6.05%	18	2.46%	\$111,199	0.37%	\$2,100,669	3.35%	3.06%	\$372,291			
Fire Clerical	1	0.15%	2	0.27%	\$228	0.00%	\$142,823	0.23%	0.16%	\$19,773			
Police Non Sworn General	38	5.60%	11	1.50%	\$35,835	0.12%	\$2,534,864	4.05%	2.82%	\$343,295			
Group Totals	86	12.68%	35	4.77%	\$160,900	0.53%	\$5,344,844	8.53%	6.63%	\$807,850	0.1511	\$807,850	\$9,394
WC Class Code: Firefighting													
Fire	84	12.39%	209	28.51%	\$10,149,253	33.33%	\$11,573,847	18.48%	23.18%	\$2,824,131	0.2440	\$2,824,131	\$33,621
WC Class Code: Mgmt/Prof/Tech													
City Attorney	8	1.18%	0	0.00%	\$0	0.00%	\$1,203,170	1.92%	0.78%	\$94,450			
City Manager	4	0.59%	0	0.00%	\$0	0.00%	\$610,128	0.97%	0.39%	\$47,641			
Economic Development (Includes Port)	8	1.18%	0	0.00%	\$0	0.00%	\$851,615	1.36%	0.63%	\$77,355			
Internal Services	4	0.59%	0	0.00%	\$0	0.00%	\$298,937	0.48%	0.27%	\$32,508			
Employment and Training	13	1.92%	10	1.36%	\$334,376	1.10%	\$1,347,594	2.15%	1.63%	\$198,948			
Water Resource Recovery	8	1.18%	3	0.41%	\$92,295	0.30%	\$868,273	1.39%	0.82%	\$99,866			
Finance	22	3.24%	13	1.77%	\$118,835	0.39%	\$2,159,307	3.45%	2.21%	\$269,760			
Fire	4	0.59%	1	0.14%	\$30,135	0.10%	\$291,546	0.47%	0.32%	\$39,319			
Human Resources	13	1.92%	3	0.41%	\$15,267	0.05%	\$1,484,104	2.37%	1.19%	\$144,571			
Information Technology/KCRT	12	1.77%	1	0.14%	\$33,280	0.11%	\$1,253,540	2.00%	1.00%	\$122,357			
Mayor/Council	4	0.59%	0	0.00%	\$0	0.00%	\$260,856	0.42%	0.25%	\$30,657			
Council	8	1.18%	0	0.00%	\$0	0.00%	\$206,614	0.33%	0.38%	\$45,991			
Office of Neighborhood Safety	9	1.33%	0	0.00%	\$0	0.00%	\$521,466	0.83%	0.54%	\$65,794			
Police Professional	14	2.06%	3	0.41%	\$83,193	0.27%	\$1,603,030	2.56%	1.33%	\$161,642			
Planning/Bldg Regs	27	3.98%	10	1.36%	\$34,421	0.11%	\$2,684,061	4.28%	2.44%	\$296,830			
Housing (formerly Comm & Econ Developm	3	0.44%	1	0.14%	\$3,453	0.01%	\$316,228	0.50%	0.27%	\$33,357			
Community Services (formerly Recreation)	66	9.73%	15	2.05%	\$124,098	0.41%	\$2,162,147	3.45%	3.91%	\$476,427			
Rent Control	10	1.47%	5	0.68%	\$288,465	0.95%	\$1,031,808	1.65%	1.19%	\$144,741			
Group Totals	237	34.96%	65	8.87%	\$1,157,818	3.80%	\$19,154,424	30.58%	19.55%	\$2,382,216	0.1244	\$2,382,216	\$10,052
WC Class Code: Svc/Maintenance													
Transporation Op (formerly Paratransit)	5	0.74%	3	0.41%	\$30,460	0.10%	\$405,975	0.65%	0.47%	\$57,721			
Public Works	124	18.29%	126	17.19%	\$2,921,582	9.59%	\$8,541,648	13.64%	14.68%	\$1,788,399			
Group Totals	129	19.03%	129	17.60%	\$2,952,042	9.69%	\$8,947,623	14.28%	15.15%	\$1,846,120	0.2063	\$1,846,120	\$14,311
COST PER EMPLOYEE	\$14,311												
WC Class Code : Sworn Police													
Police	142	20.94%	295	40.25%	\$16,029,591	52.64%	\$17,624,077	28.13%	35.49%	\$4,324,610	0.2454	\$4,324,610	\$30,455
COST PER EMPLOYEE	\$30,455												
GRAND TOTALS	678	100.00%	733	100.00%	\$30,449,604	100.00%	\$62,644,815	100.00%	100.00%	\$12,184,929		\$12,184,929	
<p>1. Employee count as of 6/30/21; Payroll represents salary for FY21</p> <p>2. Claims data from Fiscal years 2016/17 though 2020/21</p> <p>3. Amount Allocated = Cost of Claims per budgeted claim expenses of \$9,029,429 (estimated 65% confidence level) + WC operating expenses \$3,155,500 = \$12,184,929</p>													

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PROPOSED CITY OF RICHMOND RESOLUTION NO. 22-XX

**ADOPTING A CITY OF RICHMOND POLICY REGARDING A CAP ON COST POOL AND
FRINGE BENEFITS CHARGES ASSESSED TO SPECIAL REVENUE FUNDED
DEPARTMENTS AND/OR AGENCIES**

WHEREAS, on November 8, 2016, Richmond Residents passed ballot initiative Measure L, with 65.27% voting Yes, which established Rent control and Just Cause for Eviction within the City limits of Richmond; and

WHEREAS, Measure L encapsulates the edicts of Rent Control and Just Cause for Eviction within a voter-adopted Ordinance, called “The Richmond Fair Rent, Just Cause for Eviction and Homeowner Protection Ordinance,” and herein referred to as “Rent Ordinance”; and

WHEREAS, Measure L, among other things, created an independent agency and vested within that agency broad powers of administering and executing 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 Rent Board, Measure L mandates the Rent Board “be an integral part of the government of the City [of Richmond]”, and establishes that the Rent 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 [Rent] Board.”; and

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

WHEREAS, the Rent Board assesses fees in compliance with Government Code Section 50076, and Richmond Municipal Code Section 11.100.060(l). Consequently, the collected fees are managed in a special revenue fund and its use are restricted to fund only those activities that are related to the regulatory activity for which it was assessed; and

WHEREAS, in affirmation of the Rent Board's independence, the City of Richmond City Council, successfully voted to not provide the City of Richmond Rent Board with any financial relief if the Rent Board were to fall into a fiscal deficit; and

WHEREAS, having no financial safety net from the City of Richmond City Council and being an independent agency, which necessitates an ability to self-determine through financial independence, the Rent Board acted fiscally prudently to create and maintain reserves at 18% of its current fiscal year expenditures not to exceed 25% of fiscal year expenditures, as the Rent Board deemed such a range reasonable and necessary to weather any shortfalls in its ability to cover its annual expenses; and

WHEREAS, since the inception of the Rent Board, the City of Richmond has assessed against the Rent Board both cost pool and fringe benefits charges; and

WHEREAS, the Rent Board incorporates the City of Richmond assessed cost pool and fringe benefits charges into its budget and subsequently pays these charges with its collected Residential Rental Housing Fes; and

WHEREAS, in late February 2022, the Cost Pool for General Liability Insurance of \$201,083, Worker's Compensation of \$163,421, and Administrative charges of \$420,651, were made available to the Rent Program. The amounts provided were significantly higher than the prior year of \$79,937, \$98,172, \$52,481 respectively, which constitute an increase of 152%, 66%, and 701% respectively; and

WHEREAS, in the first week of April 2022, the proposed Fringe Benefits cost assessed to the Rent Board was \$1,004,332, an increase of 34.3% from the prior year's amount of \$747,618. As a result of Rent Program staff members inquiries, the Fringe Benefits budgeted amounts were revised by the Finance Department during the first week of May. The prior total of \$1,004,332 received in April at 78% of total salaries and wages decreased to \$954,273 which represents 73% of total salaries and wages; and

WHEREAS, in all prior years, the Finance Department methodology used an estimated 62% of Total Salaries to calculate the Total Fringe Benefits with an allocation for each line item provided by the Finance Department; and

WHEREAS, the City's change in methodology used in calculating cost pool charges would result in a total assessed amount of \$785,155, and consequently, would represent 30.3% of the Rent Board's FY 22'-23' budgeted expenditures. Moreover, the City's change in methodology used to calculate Fringe Benefits would result in assessed cost pool charges of \$954,273, which would comprise more than 36% of the Rent Board's FY 22'-23' budgeted expenditures. Finally, the change in the aforementioned methodologies would result in a total assessed City charge of \$1,739,428, and

consequently, would comprise more than 67% of the Rent Board's FY 22'-23' budgeted expenditures; and

WHEREAS, as a special revenue funded agency, the Rent Board lacks diversified revenue sources whereby it can ably navigate the City's ever-growing assessed cost pool and fringe benefit charges; and

WHEREAS, the Rent Board is not the only special revenue funded agency/department within the City of Richmond government; and

WHEREAS, other special revenue funded agencies/departments within the City of Richmond government pay the City's assessed cost pool and fringe benefit charges. As a result, these agencies/departments also face the often varying charges that are assessed by the City of Richmond, as well as diminished revenue sources that consequently hamper their ability to absorb City charges; and

WHEREAS, departments funded by the General Fund do not experience the same inability to navigate City charges as these departments are able to pay the charges by using General Fund monies. Moreover, the use of these monies by General Funded departments are unrestricted and do not result in a debt owed to the General Fund; and

WHEREAS, all City of Richmond departments/agencies, are integral and important to the deliverance of particular services to the community of Richmond. Additionally, Municipal Code Section 11.100.060(m), specifically makes the Rent Board an integral part of the government of the City of Richmond and requires the City of Richmond provide the Rent Board "infrastructural support on an ongoing basis as it would with any other department"; and

WHEREAS, infrastructural support is not limited to physical space but may also encompass policies that are woven into the infrastructure of City functions and are aimed at ensuring the viability of all departments/agencies without the imposition of debt or running balances owed to the General Fund; and

WHEREAS, it is prudent that the City of Richmond recognize the uniquely situated nature of special revenue funded departments/agencies. Special revenue funded departments/agencies are unique and situated differently from General Funded departments, as the special revenue funded departments/agencies' funding sources are circumscribed by law and can only be obtained and spent in connection with the regulatory scheme for which the fee was assessed; and

WHEREAS, since the special revenue funded departments/agencies are uniquely situated, the City of Richmond needs to develop fiscal policies that both reflect these departments/agencies restricted funding sources and application, and ensure the fiscal viability of these departments/agencies.

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NOW, THEREFORE, BE IT RESOLVED THAT:

The City of Richmond Rent Board recommends the Council of the City of Richmond find, determine, and resolve as follows:

1. The City of Richmond finds and determines that it is comprised of various departments and agencies, all of which are integral and deliver important services to the City of Richmond. Of these departments/agencies, some are funded in part, or in whole, through regulatory fees that are maintained in a special revenue fund. All departments/agencies within the City of Richmond have received ongoing cost pool and fringe benefit charges. For those departments/agencies funded through the General Fund, the General Fund directly pays for cost pool and fringe benefit charges; however, for those departments/agencies funded by regulatory fees, cost pool and fringe benefit charges are paid through their special revenue fund.
2. The City of Richmond finds that those departments/agencies funded through regulatory fees are uniquely situated, as their funding sources are circumscribed by law and can only be obtained and spent in connection with the regulatory scheme for which the fee was assessed. Consequently, those aforementioned departments/agencies are prone to experience greater fiscal volatility as compared to their Generally Funded sister departments, as their funding sources are limited and cannot support large increases in increased cost.
3. The City of Richmond finds that infrastructural support is not limited to providing physical space, but may also include, where appropriate, adopting and enforcing policies that are woven into the very infrastructure of the City writ large, and provide fiscal integrity to special revenue funded departments/agencies.
4. In recognition of both the importance of the special revenue funded departments/agencies and the uniquely situated position these departments/agencies occupy, the City of Richmond determines it necessary to develop a policy whereby the City of Richmond shall not charge a special revenue funded departments/agencies either a separate and/or cumulative charge that exceeds 30% of that departments/agencies' current fiscal year expenses. The resulting difference that would otherwise be charged to the aforementioned departments/agencies shall not be a debt to these special revenues funded departments/agencies. Rather, the resulting difference shall be absorbed by the General Fund.
5. The City Attorney's Office and the Finance Department shall work with appropriate City staff members to develop a policy that is consistent with paragraph 4 of this resolution. Additionally, the Finance Department shall work with appropriate City staff members to compile a yearly fiscal impact study regarding the limitation of charging special revenue funded departments/agencies no more than 30% of their budgeted expenses. The fiscal impact study shall be a public document and presented to the City Council on an annual basis for its review.
6. In the interim, until a complete policy and recommendation is developed by the City Attorney's

Office and the Finance Department, no special revenue funded department/agency shall receive either a separate and/or cumulative charge that exceeds 30% of that departments/agencies' current fiscal year expenses. Additionally, any resulting difference that would otherwise be charged to the aforementioned departments/agencies shall not be a debt to these special revenues funded departments/agencies. Rather, the resulting difference shall be absorbed by the General Fund.

DRAFT

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