

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: October 20, 2021

Final Decision Date Deadline: October 20, 2021

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 in September 30, 2021 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 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, 2021 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

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	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL
REVENUES					
Fees (includes revenue from collections agency)	\$ 1,881,005	\$ 1,890,365	\$ 9,360	\$ 1,881,005	\$ 1,890,365
Investment Income	3,615	2,220	(1,395)	3,615	2,220
TOTAL REVENUES	1,884,620	1,892,585	7,965	1,884,620	1,892,585
EXPENDITURES					
Salaries & Wages					
SALARIES & WAGES/Executive	169,450	152,886	16,563	169,450	152,886
SALARIES & WAGES/Mgmt-Local 21	71,157	35,508	35,649	71,157	35,508
SALARIES & WAGES/Local 1021	42,465	33,696	8,769	42,465	33,696
SALARIES & WAGES/PT- Temp	10,759	8,486	2,273	10,759	8,486
OVERTIME/General	625	708	(83)	625	708
OTHER PAY/Bilingual Pay	2,844	1,942	902	2,844	1,942
OTHER PAY/Auto Allowance	1,050	1,050	-	1,050	1,050
OTHER PAY/Medical- in Lieu of	600	-	600	600	-
COMP ABSENCES/WC-Prof-Mgt-Tec	-	-	-	-	-
Subtotal Salaries & Wages	298,950	234,278	64,672	298,950	234,278
Benefits					
P-ROLL BEN/Medicare Tax-ER Shr	3,998	3,407	591	3,998	3,407
P-ROLL BEN/Health Insurance Benefit	35,077	36,051	(973)	35,077	36,051
P-ROLL BEN/Dental Insurance	3,877	3,164	713	3,877	3,164
P-ROLL BEN/Employee Assistance	116	95	21	116	95
P-ROLL BEN/Professional Dev-Mg	938	-	938	938	-
P-ROLL BEN/Vision	513	372	141	513	372
P-ROLL BEN/Life Insurance	928	803	125	928	803
P-ROLL BEN/Long Term Disabilit	2,519	2,074	445	2,519	2,074
P-ROLL BEN/Unemployment Ins	1,432	1,140	292	1,432	1,140
P-ROLL BEN/Personal/Prof Dev	1,313	-	1,313	1,313	-
P-Roll Ben/Worker Comp-Injury Appt	90	-	90	90	-
P-ROLL BEN/Worker Comp-Clerica	4,810	1,923	2,887	4,810	1,923
P-ROLL BEN/Worker Comp-Prof	19,822	10,927	8,895	19,822	10,927
P-ROLL BEN/OPEB	5,691	9,338	(3,647)	5,691	9,338
P-ROLL BEN/PARS Benefits	23	38	(14)	23	38
P-ROLL BEN/PERS-Misc	37,910	29,922	7,987	37,910	29,922
P-ROLL BEN/PERS-Misc (UAL)	67,848	64,905	2,943	67,848	64,905
Subtotal Benefits	186,905	164,159	19,802	186,905	164,159
Professional & Administrative Services					
PROF SVCS/Professional Svcs	4,588	1,001	3,586	4,588	1,001
PROF SVCS/Legal Serv Cost	52,500	27,082	25,418	52,500	27,082
Travel & Trng/Tuition Rmb/Cert	200	-	200	200	-
Travel & Trng/Registration Fee	413	-	413	413	-
Ad & Promo/Advertising & Promo Materials	1,419	96	1,323	1,419	96
Adm Exp/Program Supplies	988	89	899	988	89
Subtotal Professional, Travel, & Admin Services	60,106	28,268	31,838	60,106	28,268
Other Operating Expenditures					
OFF EXP/Postage & Mailing	5,662	10,251	(4,589)	5,662	10,251
OFF EXP/Printing & Binding	6,452	559	5,893	6,452	559
OFF EXP/Copying & Duplicating	125	-	125	125	-
RENTAL EXP/Equipment Rental	2,000	373	1,627	2,000	373
MISC EXP/Misc Contrib	750	-	750	750	-
MISC EXP/Misc Exp	731	-	731	731	-
OFF SUPP/Office Supplies	1,699	1,388	311	1,699	1,388
OFF SUPP/Computer Supplies	-	-	-	-	-
UTILITIES/Tel & Telegraph	125	91	34	125	91
PROV FR INS LOSS/Ins Gen Liab	2,325	7,915	(5,590)	2,325	7,915
COST POOL/(ISF)-Gen Liability	19,984	17,376	2,608	19,984	17,376
COST POOL/(CAP)- Admin Charges	13,120	-	13,120	13,120	-
COST POOL/(IND)Civic Ctr Alloc	12,572	-	12,572	12,572	-
NONCAP ASST/Comp Hrdware<5K	2,700	-	2,700	2,700	-
NONCAP ASST/Furniture <5k	-	-	-	-	-
Subtotal Other Operating Expenditures	68,244	37,953	30,291	68,244	37,953
TOTAL EXPENDITURES	614,205	464,658	146,604	614,205	464,658

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