

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: April 20, 2022

Final Decision Date Deadline: April 20, 2022

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 third quarter ending March 31, 2022, 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 third quarter ending March 31, 2022 – 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 MARCH 31, 2022**

	QUARTER ENDED 3/31/2022			YEAR-TO-DATE 3/31/2022			VARIANCE EXPLANATION (a)
	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	
REVENUES							
Fees (includes revenue from collections agency)	\$ (144,693)	\$ (104,431)	\$ 40,261	\$ (2,459,776)	\$ (2,225,353)	\$ 234,423	Owners slower with paying fees due to the pandemic
Other Income	(11,115)	(11,748)	(633)	(33,345)	(21,094)	12,251	Collections effort - Public Information and Enrollment and General Counsel
TOTAL REVENUES	(155,808)	(116,179)	39,628	(2,493,121)	(2,246,447)	246,674	
EXPENDITURES							
Salaries & Wages							
SALARIES & WAGES/Executive	169,262	175,535	(6,273)	507,786	501,534	6,252	
SALARIES & WAGES/Mgmt.-Local 21	80,828	35,508	45,320	242,484	106,525	135,959	Vacant housing counselors positions
SALARIES & WAGES/Local 1021	49,156	36,490	12,666	147,469	103,883	43,586	Vacant analyst position
SALARIES & WAGES/PT- Temp	10,759	9,970	789	32,277	25,690	6,587	
OVERTIME/General	-	542	(542)	-	1,251	(1,251)	
OTHER PAY/Bilingual Pay	2,559	1,956	603	7,678	5,854	1,824	
OTHER PAY/Auto Allowance	1,050	1,050	-	3,150	3,150	-	
OTHER PAY/Medical- in Lieu of	600	-	600	1,800	-	1,800	
OTHER PAY/Bonuses	-	-	-	-	34,200	-	Unions negotiated one-time bonus to staff for new MOU signed in 2021
Subtotal Salaries & Wages	314,215	261,052	53,163	942,644	782,086	194,757	
Benefits							
P-ROLL BEN/Medicare Tax-ER Shr	4,110	3,801	309	12,330	11,377	953	
P-ROLL BEN/Health Insurance Benefit	43,360	42,264	1,097	130,081	117,105	12,975	Less Health Insurance Benefit paid due to staff vacancies
P-ROLL BEN/Dental Insurance	4,380	3,408	972	13,140	9,858	3,282	Less Dental Insurance paid due to staff vacancies
P-ROLL BEN/Employee Assistance	132	43	89	396	198	198	Less staff usage of employee assistance
P-ROLL BEN/Professional Dev-Mg	1,688	-	1,688	5,063	-	5,063	
P-ROLL BEN/Vision	579	401	178	1,737	1,159	578	Less Vision Insurance paid due to staff vacancies
P-ROLL BEN/Life Insurance	1,041	835	206	3,122	2,491	631	
P-ROLL BEN/Long Term Disability	3,086	1,309	1,777	9,257	5,566	3,690	Less LTD Insurance paid due to staff vacancies
P-ROLL BEN/Unemployment Ins	1,368	1,305	63	4,104	3,175	930	Less UE Insurance paid due to staff vacancies
P-ROLL BEN/Personal/Prof Dev	563	-	563	1,688	-	1,688	
P-Roll Ben/Worker Comp-Injury Appt	90	-	90	269	-	269	
P-ROLL BEN/Worker Comp-Clerical	2,470	2,040	430	7,409	5,886	1,522	
P-ROLL BEN/Worker Comp-Prof	14,505	12,241	2,265	43,516	35,268	8,248	
P-ROLL BEN/OPEB	12,274	10,153	2,121	36,821	29,429	7,391	
P-ROLL BEN/PARS Benefits	24	130	(106)	71	274	(204)	
P-ROLL BEN/PERS-Misc.	39,325	32,508	6,817	117,976	94,260	23,716	
P-ROLL BEN/PERS-Misc. (UAL)	81,762	64,905	16,857	245,286	192,396	52,890	
Subtotal Benefits	210,754	175,340	35,414	632,263	508,443	123,820	
Professional & Administrative Services							
PROF SVCS/Professional Svcs	5,338	4,166	1,172	16,013	7,491	8,522	Projects and outreach conducted virtual or delayed
PROF SVCS/Legal Serv Cost	52,500	62,498	(9,998)	157,500	139,578	17,922	Legal services invoice have been encumbered and paid in a later quarter
Travel & Trng/Tuition Rmb/Cert	200	-	200	600	-	600	
Travel & Trng/Registration Fee	413	1,043	(630)	1,238	1,197	41	
Ad & Promo/Advertising & Promo Materials	1,419	3,087	(1,669)	4,256	3,928	328	
Adm Exp/Program Supplies	988	468	520	2,963	934	2,029	Less staff on site with less supplies being used

Subtotal Professional, Travel, & Admin Services	60,856	71,262	(10,406)	182,569	153,128	29,441	
Other Operating Expenditures							
OFF EXP/Postage & Mailing	5,662	3,628	2,034	16,985	14,222	2,763	
OFF EXP/Printing & Binding	6,452	175	6,276	19,355	735	18,621	Mailers planned for current Q3 and Q4
OFF EXP/Copying & Duplicating	125	-	125	375	-	375	Mailers planned for current Q3 and Q4
RENTAL EXP/Equipment Rental	2,000	808	1,192	6,000	1,928	4,072	Remote work significantly delayed projects and equipment usage
MISC EXP/Misc. Contrib	750	1,500	(750)	2,250	1,500	750	
MISC EXP/Misc. Exp	731	-	731	2,194	173	2,020	
OFF SUPP/Office Supplies	1,699	3,022	(1,323)	5,096	5,802	(706)	
UTILITIES/Tel & Telegraph	125	136	(11)	375	407	(32)	
CONTRACT SVCS/Oth Cntrc	75	150	(75)	225	150	75	
PROV FR INS LOSS/Ins Gen Liab	2,325	1,076	1,249	6,975	8,991	(2,016)	Insurance premium paid for the year
COST POOL/(ISF)-Gen Liability	19,984	19,983	1	59,953	59,954	(1)	
COST POOL/(CAP)- Admin Charges	13,120	13,120	0	39,361	39,361	(0)	
COST POOL/(IND)Civic Ctr Alloc	12,572	12,573	(2)	37,715	37,713	2	
NONCAP ASST/Comp Hardware<5K	2,700	-	2,700	8,100	-	8,100	Computers are being provided by IT Department
NONCAP ASST/Furniture <5k	-	-	-	-	-	-	
Subtotal Other Operating Expenditures	68,320	56,172	12,148	204,959	170,937	34,022	
TOTAL EXPENDITURES	654,145	563,826	90,319	1,962,434	1,614,594	382,040	
EXCESS OF REVENUES OVER (UNDER) EXPEND	\$ 498,337	\$ 447,646	\$ 129,947	\$ (530,687)	\$ (631,853)	\$ 628,714	

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