

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: July 20, 2022

Final Decision Date Deadline: July 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 fourth quarter ending June 30, 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 fourth quarter ending June 30, 2022 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

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**RICHMOND RENT PROGRAM
BUDGET VS ACTUAL REPORT - REVENUES AND EXPENDITURES
QUARTER ENDED JUNE 30, 2022**

	QUARTER ENDED 6/30/2022			YEAR-TO-DATE 6/30/2022			VARIANCE EXPLANATION (a)
	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	
REVENUES							
Fees (includes revenue from collections agency)	\$ (144,693)	\$ (107,076)	\$ 37,617	\$ (2,893,854)	\$ (2,332,429)	\$ 561,425	Owners not receiving rent during the pandemic are delaying invoice payments
Other Income	(11,115)	(3,166)	7,949	(44,460)	(24,260)	20,200	Collections effort - Public Information and Enrollment with General Counsel
TOTAL REVENUES	(155,808)	(110,242)	45,566	(2,938,314)	(2,356,688)	581,625	
EXPENDITURES							
Salaries & Wages							
SALARIES & WAGES/Executive	169,262	174,929	(5,667)	677,048	676,463	585	
SALARIES & WAGES/Mgmt.-Local 21	80,828	40,483	40,345	323,312	147,008	176,304	Vacant Housing Counselors position - 2 Analysts
SALARIES & WAGES/Local 1021	49,156	49,042	114	196,625	152,925	43,700	Vacant Administrative Aide position for half the year
SALARIES & WAGES/PT- Temp	10,759	9,543	1,216	43,036	35,234	7,802	
OVERTIME/General	-	542	(542)	-	1,793	(1,793)	
OTHER PAY/Bilingual Pay	2,559	2,055	504	10,237	7,910	2,327	
OTHER PAY/Auto Allowance	1,050	1,050	-	4,200	4,200	-	
OTHER PAY/Medical- in Lieu of	600	-	600	2,400	-	2,400	
OTHER PAY/Bonuses	-	-	-	-	34,200	-	Unions negotiated one-time bonus to staff for new MOU signed in 2021
Subtotal Salaries & Wages	314,215	277,646	36,569	1,256,858	1,059,732	231,326	
Benefits							
P-ROLL BEN/Medicare Tax-ER Shr	4,110	4,058	52	16,440	15,435	1,005	
P-ROLL BEN/Health Insurance Benefit	43,360	50,995	(7,634)	173,441	168,100	5,341	Less Health Insurance Benefit paid due to staff vacancies
P-ROLL BEN/Dental Insurance	4,380	3,651	729	17,520	13,509	4,011	Less Dental Insurance paid due to staff vacancies
P-ROLL BEN/Employee Assistance	132	46	86	528	244	284	Less staff usage of employee assistance
P-ROLL BEN/Professional Dev-Mg	1,688	250	1,438	6,750	250	6,500	Less staff usage of professional development
P-ROLL BEN/Vision	579	429	150	2,316	1,588	728	Less Vision Insurance paid due to staff vacancies
P-ROLL BEN/Life Insurance	1,041	844	196	4,163	3,336	827	
P-ROLL BEN/Long Term Disability	3,086	1,386	1,700	12,342	6,952	5,390	Less LTD Insurance paid due to staff vacancies
P-ROLL BEN/Unemployment Ins	1,368	1,266	102	5,472	4,440	1,032	Less UE Insurance paid due to staff vacancies
P-ROLL BEN/Personal/Prof Dev	563	1,140	(578)	2,250	1,140	1,110	Less staff usage of professional development
P-Roll Ben/Worker Comp-Injury Appt	90	-	90	359	-	359	
P-ROLL BEN/Worker Comp-Clerical	2,470	3,156	(686)	9,878	9,042	836	
P-ROLL BEN/Worker Comp-Prof	14,505	12,494	2,011	58,021	47,762	10,259	Less WC Insurance paid due to staff vacancies
P-ROLL BEN/OPEB	12,274	10,847	1,427	49,094	40,276	8,818	Less OPEB due to staff vacancies
P-ROLL BEN/PARS Benefits	24	124	(101)	94	398	(304)	
P-ROLL BEN/PERS-Misc.	39,325	34,726	4,599	157,301	128,986	28,315	Less PERS paid due to staff vacancies
P-ROLL BEN/PERS-Misc. (UAL)	81,762	60,447	21,315	327,048	252,844	74,204	Less PERS paid due to staff vacancies
Subtotal Benefits	210,754	185,859	24,895	843,017	694,301	148,716	
Professional & Administrative Services							
PROF SVCS/Professional Svcs	5,338	2,969	2,369	21,350	10,460	10,891	Projects and outreach conducted virtual or delayed
PROF SVCS/Legal Serv Cost	52,500	43,748	8,752	210,000	183,326	26,674	Legal services invoice have been encumbered and may be paid later
PROF SVCS/Info Tech Ser	551	2,205	(1,654)	2,205	2,205	-	
Travel & Trng/Tuition Rmb/Cert	200	-	200	800	-	800	
Travel & Trng/Registration Fee	413	240	173	1,650	1,437	213	
Ad & Promo/Advertising & Promo Materials	1,419	-	1,419	5,675	3,928	1,747	Projects and outreach conducted virtual or delayed
Adm Exp/Program Supplies	988	192	796	3,950	1,126	2,824	Less staff on site with less supplies being used
Subtotal Professional, Travel, & Admin Services	61,408	49,353	12,054	245,630	202,481	43,149	
Other Operating Expenditures							
OFF EXP/Postage & Mailing	5,662	759	4,903	22,647	14,981	7,666	Invoices and mailing delayed due to Council approving Fees in July 2022
OFF EXP/Printing & Binding	6,452	-	6,452	25,807	735	25,072	Invoices and mailing delayed due to Council approving Fees in July 2022
OFF EXP/Copying & Duplicating	125	-	125	500	-	500	Invoices and mailing delayed due to Council approving Fees in July 2022
RENTAL EXP/Equipment Rental	2,000	626	1,374	8,000	2,554	5,446	Remote work significantly delayed projects and equipment usage
MISC EXP/Misc. Contrib	750	-	750	3,000	1,500	1,500	
MISC EXP/Misc. Exp	731	-	731	2,925	173	2,752	
OFF SUPP/Office Supplies	1,624	655	969	6,495	6,457	38	
UTILITIES/Tel & Telegraph	125	91	35	500	498	2	
CONTRACT SVCS/Oth Cntrc	75	-	75	300	150	150	
PROV FR INS LOSS/Ins Gen Liab	2,325	-	2,325	9,300	8,991	309	
COST POOL/(ISF)-Gen Liability	19,984	19,983	1	79,937	79,937	-	
COST POOL/(CAP)- Admin Charges	13,120	13,120	0	52,481	52,481	-	
COST POOL/(IND)Civic Ctr Alloc	12,572	12,573	(2)	50,286	50,286	-	
NONCAP ASST/Comp Hardware<5K	2,149	-	2,149	8,595	-	8,595	Computers are being provided by IT Department - Program did not purchase
NONCAP ASST/Furniture <5k	-	-	-	-	-	-	
Subtotal Other Operating Expenditures	67,693	47,807	19,887	270,773	218,743	52,030	
TOTAL EXPENDITURES	654,070	560,665	93,405	2,616,278	2,175,258	441,020	
EXCESS OF REVENUES OVER (UNDER) EXPEND	\$ 498,262	\$ 450,423	\$ 47,839	\$ (322,036)	\$ (181,430)	\$ (140,606)	

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

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