

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: October 19, 2022

Final Decision Date Deadline: October 19, 2022

STATEMENT OF THE ISSUE: As part of the Fiscal Year 2022-23 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 September 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 first quarter ending September 30, 2022 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

F-4.

This page intentionally left blank

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

	QUARTER ENDED 9/30/2022			YEAR-TO-DATE 9/30/2022			VARIANCE EXPLANATION (a)
	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	
REVENUES							
Fees (includes revenue from collections agency)	\$ (1,990,747)	\$ (1,563,165)	\$ 427,582	\$ (1,990,747)	\$ (1,563,165)	\$ 427,582	Delay in billing due to City Council adopting Rental Housing Fee in July 2022
Other Income	(11,000)	(17,455)	(6,455)	(11,000)	(17,455)	(6,455)	Grant received to assist with Rent Assistance
TOTAL REVENUES	(2,001,747)	(1,580,620)	421,127	(2,001,747)	(1,580,620)	421,127	
EXPENDITURES							
Salaries & Wages							
SALARIES & WAGES/Executive	179,975	174,929	5,046	179,975	174,929	5,046	
SALARIES & WAGES/Mgmt.-Local 21	78,425	64,049	14,377	78,425	64,049	14,377	
SALARIES & WAGES/Local 1021	50,107	49,042	1,065	50,107	49,042	1,065	
SALARIES & WAGES/PT- Temp	-	4,873	(4,873)	-	4,873	(4,873)	Adopted Budget line item amount has not been inputted by Finance Department
OVERTIME/General	-	138	(138)	-	138	(138)	Adopted Budget line item amount has not been inputted by Finance Department
OTHER PAY/Bilingual Pay	2,086	2,146	(61)	2,086	2,146	(61)	
OTHER PAY/Auto Allowance	1,050	1,050	-	1,050	1,050	-	
OTHER PAY/Medical- in Lieu of	-	-	-	-	-	-	
OTHER PAY/Bonuses	-	-	-	-	-	-	
Subtotal Salaries & Wages	311,643	296,227	15,416	311,643	296,227	15,416	
Benefits							
P-ROLL BEN/Medicare Tax-ER Shr	4,552	4,322	230	4,552	4,322	230	
P-ROLL BEN/Health Insurance Benefit	58,073	55,540	2,533	58,073	55,540	2,533	
P-ROLL BEN/Dental Insurance	4,380	4,138	242	4,380	4,138	242	
P-ROLL BEN/Employee Assistance	54	52	2	54	52	2	
P-ROLL BEN/Professional Dev-Mg	1,688	1,000	688	1,688	1,000	688	To date, Staff has utilized less professional development
P-ROLL BEN/Vision	513	487	26	513	487	26	
P-ROLL BEN/Life Insurance	1,035	936	98	1,035	936	98	
P-ROLL BEN/Long Term Disability	3,086	1,513	1,572	3,086	1,513	1,572	Less LTD Insurance paid due to date
P-ROLL BEN/Unemployment Ins	1,368	1,444	(76)	1,368	1,444	(76)	
P-ROLL BEN/Personal/Prof Dev	563	-	563	563	-	563	To date, Staff has utilized less professional development
P-ROLL BEN/Worker Comp-Clerical	4,424	3,558	866	4,424	3,558	866	
P-ROLL BEN/Worker Comp-Prof	17,572	16,251	1,321	17,572	16,251	1,321	
P-ROLL BEN/OPEB	10,181	9,505	676	10,181	9,505	676	
P-ROLL BEN/PARS Benefits	-	64	(64)	-	64	(64)	Staff to investigate PARS charge
P-ROLL BEN/PERS-Misc.	39,072	36,503	2,569	39,072	36,503	2,569	
P-ROLL BEN/PERS-Misc. (UAL)	71,514	67,541	3,973	71,514	67,541	3,973	
Subtotal Benefits	218,072	202,853	15,219	218,072	202,853	15,219	
Professional & Administrative Services							
PROF SVCS/Professional Svcs	36,614	1,073	35,541	36,614	1,073	35,541	RFP process has began for Cost Pool consultant, working with Finance on system contract
PROF SVCS/Legal Serv Cost	52,500	20,832	31,668	52,500	20,832	31,668	Legal services invoice have been encumbered and will be paid later
Travel & Trng/Tuition Rmb/Cert	200	-	200	200	-	200	To date, Staff has not utilized training reimbursements
Travel & Trng/Registration Fee	413	-	413	413	-	413	To date, Staff has not utilized training reimbursements
Ad & Promo/Advertising & Promo Materials	200	-	200	200	-	200	Projects and outreach conducted in following quarter
Adm Exp/Program Supplies	1,345	194	1,151	1,345	194	1,151	Less supplies used due to less staff on site
Subtotal Professional, Travel, & Admin Services	91,271	22,099	69,172	91,271	22,099	69,172	
Other Operating Expenditures							
OFF EXP/Postage & Mailing	4,325	137	4,188	4,325	137	4,188	Invoices and mailing delayed due to Council approving Fees in July 2022
OFF EXP/Printing & Binding	6,026	-	6,026	6,026	-	6,026	Invoices and mailing delayed due to Council approving Fees in July 2022
OFF EXP/Copying & Duplicating	125	-	125	125	-	125	Invoices and mailing delayed due to Council approving Fees in July 2022
RENTAL EXP/Equipment Rental	2,250	187	2,063	2,250	187	2,063	Invoices and mailing delayed due to Council approving Fees in July 2022
MISC EXP/Misc. Contrib	500	-	500	500	-	500	To date, expenditures for line item have not been utilized in Q1
MISC EXP/Misc. Exp	500	-	500	500	-	500	To date, expenditures for line item have not been utilized in Q1
OFF SUPP/Office Supplies	1,250	144	1,106	1,250	144	1,106	To date, expenditures for line item have not been utilized in Q1
UTILITIES/Tel & Telegraph	125	-	125	125	-	125	To date, expenditures for line item have not been utilized in Q1
CONTRACT SVCS/Oth Cntrc	75	-	75	75	-	75	To date, expenditures for line item have not been utilized in Q1
PROV FR INS LOSS/Ins Gen Liab	2,325	8,077	(5,752)	2,325	8,077	(5,752)	Annual invoice for General Insurance expenditure paid in September for full year
COST POOL/(ISF)-Gen Liability	20,984	-	20,984	20,984	-	20,984	RFP process has began for Cost Pool consultant, City has not charged allocation
COST POOL/(CAP)- Admin Charges	13,120	-	13,120	13,120	-	13,120	RFP process has began for Cost Pool consultant, City has not charged allocation
COST POOL/(IND)Civic Ctr Alloc	12,054	-	12,054	12,054	-	12,054	RFP process has began for Cost Pool consultant, City has not charged allocation
Subtotal Other Operating Expenditures	63,659	8,545	55,114	63,659	8,545	55,114	
TOTAL EXPENDITURES	684,645	529,724	154,921	684,645	529,724	154,921	
EXCESS OF (REVENUES) OVER EXPENDITURES	\$ (1,317,102)	\$ (1,050,896)	\$ (266,206)	\$ (1,317,102)	\$ (1,050,896)	\$ (266,206)	

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

This page intentionally left blank