

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: January 18, 2023

Final Decision Date Deadline: January 18, 2023

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 second quarter ending December 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 first quarter ending December 31, 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 DECEMBER 31, 2022

	QUARTER ENDED 12/31/2022			YEAR-TO-DATE 12/31/2022			VARIANCE EXPLANATION (a)
	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	
REVENUES							
Fees (includes revenue from collections agency)	\$ (765,672)	\$ (526,876)	\$ 238,795	\$ (2,756,418)	\$ (2,090,041)	\$ 666,377	Delay in billing due to City Council adopting Rental Housing Fee in July 2022
Other Income	(11,000)	(27,962)	(16,962)	(22,000)	(45,417)	(23,417)	Grant received to assist with Rent Assistance and increase in collections
TOTAL REVENUES	(776,672)	(554,839)	221,833	(2,778,418)	(2,135,458)	642,960	
EXPENDITURES							
Salaries & Wages							
SALARIES & WAGES/Executive	179,975	174,929	5,046	359,951	349,859	10,092	
SALARIES & WAGES/Mgmt-Local 21	78,425	77,027	1,399	156,851	141,075	15,775	
SALARIES & WAGES/Local 1021	50,107	49,042	1,065	100,214	98,084	2,130	
SALARIES & WAGES/PT- Temp	-	4,973	(4,973)	-	9,845	(9,845)	Adopted Budget line item amount has not been inputted by Finance Department
OVERTIME/General	-	551	(551)	-	689	(689)	Adopted Budget line item amount has not been inputted by Finance Department
OTHER PAY/Bilingual Pay	2,086	2,646	(561)	4,171	4,793	(622)	
OTHER PAY/Auto Allowance	1,050	1,050	-	2,100	2,100	-	
OTHER PAY/Medical- in Lieu of	-	-	-	-	-	-	
OTHER PAY/Bonuses	-	-	-	-	-	-	
Subtotal Salaries & Wages	311,643	310,218	1,425	623,286	606,445	16,841	
Benefits							
P-ROLL BEN/Medicare Tax-ER Shr	4,552	4,514	38	9,104	8,836	267	
P-ROLL BEN/Health Insurance Benefit	58,073	58,635	(562)	116,146	114,175	1,971	
P-ROLL BEN/Dental Insurance	4,380	4,162	218	8,760	8,300	460	
P-ROLL BEN/Employee Assistance	54	55	(1)	108	107	1	
P-ROLL BEN/Professional Dev-Mg	1,688	-	1,688	3,375	1,000	2,375	To date, Staff has utilized less professional development
P-ROLL BEN/Vision	513	499	14	1,026	986	40	
P-ROLL BEN/Life Insurance	1,035	983	52	2,070	1,919	150	
P-ROLL BEN/Long Term Disability	3,086	1,583	1,502	6,171	3,097	3,075	Less LTD Insurance paid due to date
P-ROLL BEN/Unemployment Ins	1,368	1,520	(152)	2,736	2,964	(228)	
P-ROLL BEN/Personal/Prof Dev	563	211	351	1,125	211	914	To date, Staff has utilized less professional development
P-ROLL BEN/Worker Comp-Clerical	4,424	3,361	1,063	8,849	6,919	1,929	
P-ROLL BEN/Worker Comp-Prof	17,572	17,133	439	35,143	33,384	1,760	
P-ROLL BEN/OPFB	10,181	9,933	248	20,362	19,438	924	
P-ROLL BEN/PARS Benefits	-	65	(65)	-	129	(129)	Staff to investigate PARS charge
P-ROLL BEN/PERS-Misc.	39,072	38,198	873	78,144	74,701	3,442	
P-ROLL BEN/PERS-Misc. (UAL)	71,514	71,514	(0)	143,028	139,056	3,972	
Subtotal Benefits	218,072	212,368	5,704	436,144	415,220	20,924	
Professional & Administrative Services							
PROF SVCS/Professional Svcs	35,864	2,426	33,437	71,728	3,499	68,228	Cost Pool consultant contract approval in January, working with Finance on system contract
PROF SVCS/Legal Serv Cost	52,500	43,748	8,752	105,000	64,580	40,420	Legal services invoice have been encumbered and will be paid later
Travel & Trng/Tuition Rmb/Cert	200	935	(735)	400	935	(535)	Staff has utilized training for mediations seminar
Travel & Trng/Registration Fee	413	-	413	825	-	825	To date, Staff has not utilized training reimbursements
Ad & Promo/Advertising & Promo Materials	200	649	(449)	400	649	(249)	Projects and outreach conducted to for Measure P
Adm Exp/Program Supplies	1,345	1,429	(84)	2,690	1,623	1,067	Less supplies used due to less staff on site
Subtotal Professional, Travel, & Admin Services	90,521	49,187	41,334	181,043	71,286	109,756	
Other Operating Expenditures							
OFF EXP/Postage & Mailing	4,325	4,263	62	8,650	4,401	4,249	Invoices and mailing delayed due to Council approving Fees in July 2022
OFF EXP/Printing & Binding	6,101	1,503	4,598	12,202	1,503	10,699	Invoices and mailing delayed due to Council approving Fees in July 2022
OFF EXP/Copying & Duplicating	125	-	125	250	-	250	Invoices and mailing delayed due to Council approving Fees in July 2022
RENTAL EXP/Equipment Rental	2,250	968	1,282	4,500	1,154	3,346	Invoices and mailing delayed due to Council approving Fees in July 2022
MISC EXP/Misc. Contrib	500	-	500	1,000	-	1,000	To date, expenditures for line item have not been utilized in Q1 and Q2
MISC EXP/Misc. Exp	500	-	500	1,000	-	1,000	To date, expenditures for line item have not been utilized in Q1 and Q2
OFF SUPP/Office Supplies	1,250	536	714	2,500	680	1,820	To date, expenditures for line item have not been utilized in Q1
UTILITIES/Tel & Telegraph	125	-	125	250	-	250	To date, expenditures for line item have not been utilized in Q1 and Q2
CONTRACT SVCS/Oth Cntrc	-	56	(56)	-	56	(56)	To date, expenditures for line item have not been utilized in Q1 and Q2
PROV FR INS LOSS/Ins Gen Liab	2,325	-	2,325	4,650	-	4,650	Annual invoice for General Insurance expenditure paid in September for full year
COST POOL/(ISF)-Gen Liability	20,984	41,964	(20,981)	41,967	41,964	3	
COST POOL/(CAP)- Admin Charges	13,120	26,241	(13,121)	26,241	26,241	(1)	
COST POOL/(IND)-Civic Ctr Alloc	12,054	24,109	(12,055)	24,109	24,109	(1)	
Subtotal Other Operating Expenditures	63,659	99,640	(35,981)	127,318	108,186	19,132	
TOTAL EXPENDITURES	683,895	671,413	12,482	1,367,790	1,201,137	166,653	
EXCESS OF (REVENUES) OVER EXPENDITURES	\$ (92,777)	\$ 116,575	\$ (209,352)	\$ (1,410,628)	\$ (934,321)	\$ (476,307)	

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

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