

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: April 19, 2023

Final Decision Date Deadline: April 19, 2023

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, 2023, 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, 2023 – 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 MARCH 31, 2023**

	QUARTER ENDED 3/31/2023			YEAR-TO-DATE 3/31/2023			VARIANCE EXPLANATION (a)
	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	
REVENUES							
Fees (includes revenue from collections agency)	\$ (153,134)	\$ (340,450)	\$ (187,316)	\$ (2,909,553)	\$ (2,430,492)	\$ 479,061	Collection efforts to increase compliance level towards goal of 90% for the year
Other Income	(11,000)	(20,247)	(9,247)	(33,000)	(65,664)	(32,664)	Grant received to assist with Rent Assistance and increase in collections
TOTAL REVENUES	(164,134)	(360,698)	(196,563)	(2,942,553)	(2,496,156)	446,397	
EXPENDITURES							
Salaries & Wages							
SALARIES & WAGES/Executive	179,975	183,676	(3,701)	539,926	533,534	6,391	
SALARIES & WAGES/Mgmt.-Local 21	78,425	82,918	(4,493)	235,276	223,993	11,283	
SALARIES & WAGES/Local 1021	50,107	51,634	(1,527)	150,320	149,718	602	
SALARIES & WAGES/P.T- Temp	-	5,038	(5,038)	-	14,883	(14,883)	Adopted Budget line item amount has not been inputted by Finance Department
OVERTIME/General	-	12	(12)	-	701	(701)	Adopted Budget line item amount has not been inputted by Finance Department
OTHER PAY/Bilingual Pay	2,086	2,749	(663)	6,257	7,542	(1,285)	
OTHER PAY/Auto Allowance	1,050	1,050	-	3,150	3,150	-	
OTHER PAY/Medical- in Lieu of	-	-	-	-	-	-	
OTHER PAY/Bonuses	-	-	-	-	-	-	
Subtotal Salaries & Wages	311,643	327,076	(15,434)	934,928	933,521	1,407	
Benefits							
P-ROLL BEN/Medicare Tax-ER Shr	4,552	4,788	(236)	13,655	13,624	32	
P-ROLL BEN/Health Insurance Benefit	58,073	62,332	(4,259)	174,218	176,507	(2,288)	
P-ROLL BEN/Dental Insurance	4,380	4,162	218	13,140	12,462	678	
P-ROLL BEN/Employee Assistance	54	55	(1)	162	162	(0)	
P-ROLL BEN/Professional Dev-Mg	1,688	-	1,688	5,063	1,000	4,063	To date, Staff has utilized less professional development
P-ROLL BEN/Vision	513	499	14	1,539	1,485	54	
P-ROLL BEN/Life Insurance	1,035	983	52	3,104	2,902	203	
P-ROLL BEN/Long Term Disability	3,086	1,674	1,411	9,257	4,771	4,486	Less LTD Insurance paid due to date
P-ROLL BEN/Unemployment Ins	1,368	1,520	(152)	4,104	4,484	(380)	
P-ROLL BEN/Personal/Prof Dev	563	2,039	(1,476)	1,688	2,250	(563)	To date, Staff has utilized less professional development
P-ROLL BEN/Worker Comp-Clerical	4,424	3,569	855	13,273	10,488	2,785	
P-ROLL BEN/Worker Comp-Prof	17,572	18,128	(557)	52,715	51,512	1,203	
P-ROLL BEN/OPEB	10,181	7,265	2,916	30,542	26,703	3,840	
P-ROLL BEN/PARS Benefits	-	66	(66)	-	194	(194)	PARS charge was not originally budgeted
P-ROLL BEN/PERS-Misc.	39,072	40,379	(1,307)	117,215	115,080	2,135	
P-ROLL BEN/PERS-Misc. (UAL)	71,514	71,514	(0)	214,542	210,570	3,972	
Subtotal Benefits	218,072	218,973	(901)	654,216	634,193	20,023	
Professional & Administrative Services							
PROF SVCS/Professional Svcs	36,614	2,427	34,187	109,841	5,927	103,915	Finance Department needs to approve budgeted system upgrade
PROF SVCS/Legal Serv Cost	52,500	56,248	(3,748)	157,500	120,828	36,672	Legal services invoice have been encumbered and will be paid later
Travel & Trng/Tuition Rmb/Cert	200	-	200	600	935	(335)	Staff has utilized training for mediations seminar
Travel & Trng/Registration Fee	413	986	(573)	1,238	986	252	To date, Staff has not utilized training reimbursements
Ad & Promo/Advertising & Promo Materials	200	-	200	600	649	(49)	
Adm Exp/Program Supplies	1,345	885	460	4,035	2,508	1,527	Less supplies used due to less staff on site
Subtotal Professional, Travel, & Admin Services	91,271	60,546	30,726	273,814	131,832	141,982	
Other Operating Expenditures							
OFF EXP/Postage & Mailing	4,325	277	4,048	12,975	4,678	8,297	Mailing project delayed due to the Pandemic
OFF EXP/Printing & Binding	6,026	27	5,999	18,078	1,530	16,548	Mailing project delayed due to the Pandemic
OFF EXP/Copying & Duplicating	125	-	125	375	-	375	Mailing project delayed due to the Pandemic
RENTAL EXP/Equipment Rental	2,250	883	1,367	6,750	2,037	4,713	Mailing project delayed due to the Pandemic
MISC EXP/Misc. Contrib	500	-	500	1,500	-	1,500	To date, expenditures for line item have not been utilized in Q1, Q2, and Q3
MISC EXP/Misc. Exp	500	-	500	1,500	-	1,500	To date, expenditures for line item have not been utilized in Q1, Q2, and Q3
OFF SUPP/Office Supplies	1,250	590	660	3,750	1,271	2,479	To date, expenditures for line item have not been utilized in Q1, Q2, and Q3
UTILITIES/Tel & Telegraph	125	-	125	375	-	375	To date, expenditures for line item have not been utilized in Q1, Q2, and Q3
CONTRACT SVCS/Oth Cntrc	75	28	47	225	84	141	To date, expenditures for line item have not been utilized in Q1, Q2, and Q3
PROV FR INS LOSS/Ins Gen Liab	2,325	1,094	1,231	6,975	9,171	(2,196)	Annual invoice for General Insurance expenditure paid in September for full year
COST POOL/(ISF)-Gen Liability	20,984	20,985	(2)	62,951	62,949	2	
COST POOL/(CAP)- Admin Charges	13,120	13,121	(1)	39,361	39,362	(1)	
COST POOL/(IND)Civic Ctr Alloc	12,054	12,054	0	36,163	36,163	(0)	
Subtotal Other Operating Expenditures	63,659	49,059	14,600	190,977	157,244	33,733	
TOTAL EXPENDITURES	684,645	655,653	28,992	2,053,935	1,856,791	197,144	
EXCESS OF (REVENUES) OVER EXPENDITURES	\$ 520,511	\$ 294,956	\$ 225,555	\$ (888,618)	\$ (639,365)	\$ (249,252)	Collection efforts to increase compliance level towards goal of 90% for the year

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

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