

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: July 19, 2023

Final Decision Date Deadline: July 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 fourth quarter ending June 30, 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 fourth quarter ending June 30, 2023 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

**G-5.**

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# ITEM G-5

## RICHMOND RENT PROGRAM BUDGET VS ACTUAL REPORT - REVENUES AND EXPENDITURES QUARTER ENDED JUNE 30, 2023

	QUARTER ENDED 6/30/2023			YEAR-TO-DATE 6/30/2023			VARIANCE EXPLANATION (a)
	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	
<b>REVENUES</b>							
Fees (includes revenue from collections agency)	\$ (153,134)	\$ (123,159)	\$ 29,975	\$ (3,062,687)	\$ (2,553,651)	\$ 509,036	
Other Income	(11,000)	(16,061)	(5,061)	(44,000)	(81,725)	(37,725)	Grant received to assist with Rent Assistance and increase in collections
<b>TOTAL REVENUES</b>	<b>(164,134)</b>	<b>(139,220)</b>	<b>24,914</b>	<b>(3,106,687)</b>	<b>(2,635,376)</b>	<b>471,311</b>	
<b>EXPENDITURES</b>							
<b>Salaries &amp; Wages</b>							
SALARIES & WAGES/Executive	179,975	230,962	(50,986)	719,901	764,496	(44,595)	
SALARIES & WAGES/Mgmt-Local 21	78,425	83,273	(4,848)	313,701	307,266	6,435	
SALARIES & WAGES/Local 1021	50,107	59,230	(9,123)	200,427	208,948	(8,521)	
SALARIES & WAGES/PT- Temp	-	6,564	(6,564)	-	21,447	(21,447)	Adopted Budget line item amount has not been inputted by Finance Department
OVERTIME/General	-	101	(101)	-	802	(802)	Adopted Budget line item amount has not been inputted by Finance Department
OTHER PAY/Bilingual Pay	2,086	3,171	(1,086)	8,342	10,713	(2,371)	Hired Analyst that speaks Spanish, bilingual pay approved by HR
OTHER PAY/Auto Allowance	1,050	1,050	-	4,200	4,200	-	
OTHER PAY/Medical- in Lieu of	-	-	-	-	-	-	
OTHER PAY/Bonuses	-	-	-	-	-	-	
<b>Subtotal Salaries &amp; Wages</b>	<b>311,643</b>	<b>384,351</b>	<b>(72,708)</b>	<b>1,246,571</b>	<b>1,317,872</b>	<b>(71,301)</b>	
<b>Benefits</b>							
P-ROLL BEN/Medicare Tax-ER Shr	4,552	5,596	(1,044)	18,207	19,219	(1,012)	
P-ROLL BEN/Health Insurance Benefit	58,073	62,332	(4,259)	232,291	238,838	(6,547)	
P-ROLL BEN/Dental Insurance	4,380	4,162	218	17,520	16,624	896	
P-ROLL BEN/Employee Assistance	54	55	(1)	216	217	(1)	
P-ROLL BEN/Professional Dev-Mg	1,688	500	1,188	6,750	1,500	5,250	To date, Staff has utilized less professional development
P-ROLL BEN/Vision	513	499	14	2,052	1,985	67	
P-ROLL BEN/Life Insurance	1,035	983	52	4,139	3,884	255	
P-ROLL BEN/Long Term Disability	3,086	1,701	1,384	12,342	6,472	5,870	Less LTD Insurance paid due to date and budgeted by Finance
P-ROLL BEN/Unemployment Ins	1,368	1,558	(190)	5,472	6,042	(570)	
P-ROLL BEN/Personal/Prof Dev	563	-	563	2,250	2,250	-	
P-ROLL BEN/Worker Comp-Clerical	4,424	4,319	105	17,697	14,807	2,890	
P-ROLL BEN/Worker Comp-Prof	17,572	21,368	(3,796)	70,286	72,880	(2,594)	
P-ROLL BEN/OPEB	10,181	7,917	2,264	40,723	34,620	6,103	
P-ROLL BEN/PARS Benefits	-	85	(85)	-	280	(280)	PARS charge was not originally budgeted
P-ROLL BEN/PERS-Misc.	39,072	47,412	(8,340)	156,287	162,492	(6,205)	
P-ROLL BEN/PERS-Misc. (UAL)	71,514	71,514	(0)	286,056	282,084	3,972	
<b>Subtotal Benefits</b>	<b>218,072</b>	<b>230,002</b>	<b>(11,930)</b>	<b>872,288</b>	<b>864,195</b>	<b>8,093</b>	
<b>Professional &amp; Administrative Services</b>							
PROF SVCS/Professional Svcs	36,614	6,723	29,891	146,455	12,649	133,806	Awaiting Finance Department approval for system upgrade and City-wide system being considered
PROF SVCS/Legal Serv Cost	52,500	43,748	8,752	210,000	164,576	45,424	
Travel & Tmg/Tuition Rmb/Cert	200	2,315	(2,115)	800	3,250	(2,450)	Mediations seminar, reclass to Professional Services if necessary
Travel & Tmg/Registration Fee	413	703	(290)	1,650	1,689	(39)	
Ad & Promo/Advertising & Promo Materials	200	-	200	800	649	151	
Adm Exp/Program Supplies	1,345	1,867	(522)	5,380	4,374	1,006	Less supplies used due to less staff on site
<b>Subtotal Professional, Travel, &amp; Admin Services</b>	<b>91,271</b>	<b>55,356</b>	<b>35,916</b>	<b>365,085</b>	<b>187,187</b>	<b>177,898</b>	
<b>Other Operating Expenditures</b>							
OFF EXP/Postage & Mailing	4,325	883	3,442	17,300	5,794	11,506	Mailing project delayed - will resume in following Fiscal Year
OFF EXP/Printing & Binding	6,026	847	5,179	24,104	2,377	21,727	Mailing project delayed - will resume in following Fiscal Year
OFF EXP/Copying & Duplicating	125	-	125	500	-	500	Mailing project delayed - will resume in following Fiscal Year
RENTAL EXP/Equipment Rental	2,250	1,218	1,032	9,000	3,255	5,745	Mailing project delayed - will resume in following Fiscal Year
MISC EXP/Misc. Contrib	500	-	500	2,000	-	2,000	No Misc Contribution used in 2022-23
MISC EXP/Misc. Exp	500	627	(127)	2,000	627	1,373	To date, expenditures for line item have not been utilized in Q1, Q2, and Q3
OFF SUPP/Office Supplies	1,250	5,046	(3,796)	5,000	6,316	(1,316)	
UTILITIES/Tel & Telegraph	125	-	125	500	-	500	To date, expenditures for line item have not been utilized in Q1, Q2, and Q3
CONTRACT SVCS/Oth Cntrc	75	28	47	300	112	188	To date, expenditures for line item have not been utilized in Q1, Q2, and Q3
PROV FR INS LOSS/Ins Gen Liab	2,325	(8)	2,333	9,300	9,163	137	
COST POOL/(ISF)-Gen Liability	20,984	20,985	(2)	83,934	83,934	-	
COST POOL/(CAP)- Admin Charges	13,120	13,119	1	52,481	52,481	-	
COST POOL/(IND)/Civic Ctr Alloc	12,054	12,054	0	48,217	48,217	-	
<b>Subtotal Other Operating Expenditures</b>	<b>63,659</b>	<b>54,798</b>	<b>8,861</b>	<b>254,636</b>	<b>212,276</b>	<b>42,360</b>	
<b>TOTAL EXPENDITURES</b>	<b>684,645</b>	<b>724,507</b>	<b>(39,862)</b>	<b>2,738,580</b>	<b>2,581,531</b>	<b>157,049</b>	
<b>EXCESS OF (REVENUES) OVER EXPENDITURES</b>	<b>\$ 520,511</b>	<b>\$ 585,286</b>	<b>\$ (64,775)</b>	<b>\$ (368,107)</b>	<b>\$ (53,846)</b>	<b>\$ (314,261)</b>	Less Fees collection in current Fiscal 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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