

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: January 19, 2022

Final Decision Date Deadline: January 19, 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 second quarter ending in December 31, 2021 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 second quarter ending December 31, 2021 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

**F-4.**

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**RICHMOND RENT PROGRAM  
BUDGET VS ACTUAL REPORT - REVENUES AND EXPENDITURES  
QUARTER ENDED DECEMBER 31, 2021**

	QUARTER ENDED 12/31/2021			YEAR-TO-DATE 12/31/2021			VARIANCE EXPLANATION (a)
	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	
<b>REVENUES</b>							
Fees (includes revenue from collections agency)	\$ (723,464)	\$ (230,557)	\$ 492,906	\$ (2,604,469)	\$ (2,120,922)	\$ 483,547	Owners are slower with paying fees due to the pandemic, additional invoicing soon
Other Income	(11,115)	(7,126)	3,989	(22,230)	(9,346)	12,884	Collections for aged account need to be re-invoiced with agency
<b>TOTAL REVENUES</b>	<b>(734,579)</b>	<b>(237,683)</b>	<b>496,896</b>	<b>(2,626,699)</b>	<b>(2,130,267)</b>	<b>496,431</b>	
<b>EXPENDITURES</b>							
<b>Salaries &amp; Wages</b>							
SALARIES & WAGES/Executive	169,262	173,112	(3,850)	338,524	325,999	12,526	Staffing vacancy for Deputy Director in Q1 months
SALARIES & WAGES/Mgmt-Local 21	80,828	35,508	45,320	161,656	71,016	90,640	Vacant housing counselors positions
SALARIES & WAGES/Local 1021	49,156	33,696	15,460	98,313	67,393	30,920	Vacant analyst position
SALARIES & WAGES/PT- Temp	10,759	7,234	3,525	21,518	15,720	5,798	Hours for admin intern decreased
OVERTIME/General	-	-	-	-	708	(708)	
OTHER PAY/Bilingual Pay	2,559	1,956	603	5,119	3,898	1,220	
OTHER PAY/Auto Allowance	1,050	1,050	-	2,100	2,100	-	
OTHER PAY/Medical- in Lieu of	600	-	600	1,200	-	1,200	
OTHER PAY/Bonuses	-	34,200	(34,200)	-	34,200	(34,200)	Unions negotiated one-time payment to staff as part of the new MOU signed in 2021
<b>Subtotal Salaries &amp; Wages</b>	<b>314,215</b>	<b>286,757</b>	<b>27,458</b>	<b>628,429</b>	<b>521,034</b>	<b>107,395</b>	
<b>Benefits</b>							
P-ROLL BEN/Medicare Tax-ER Shr	4,110	4,169	(59)	8,220	7,576	644	
P-ROLL BEN/Health Insurance Benefit	43,360	38,791	4,569	86,721	74,842	11,879	Less Health Insurance Benefit paid due to staff vacancies
P-ROLL BEN/Dental Insurance	4,380	3,286	1,094	8,760	6,450	2,310	Less Dental Insurance paid due to staff vacancies
P-ROLL BEN/Employee Assistance	132	60	72	264	155	109	
P-ROLL BEN/Professional Dev-Mg	1,688	-	1,688	3,375	-	3,375	
P-ROLL BEN/Vision	579	386	193	1,158	758	400	Less Vision Insurance paid due to staff vacancies
P-ROLL BEN/Life Insurance	1,041	853	187	2,082	1,657	425	
P-ROLL BEN/Long Term Disabilit	3,086	2,184	901	6,171	4,258	1,913	Less LTD Insurance paid due to staff vacancies
P-ROLL BEN/Unemployment Ins	1,368	729	639	2,736	1,869	867	Less UE Insurance paid due to staff vacancies
P-ROLL BEN/Personal/Prof Dev	563	-	563	1,125	-	1,125	
P-Roll Ben/Worker Comp-Injury Appt	90	-	90	180	-	180	
P-ROLL BEN/Worker Comp-Clerica	2,470	1,923	546	4,939	3,847	1,092	
P-ROLL BEN/Worker Comp-Prof	14,505	12,100	2,405	29,011	23,027	5,983	
P-ROLL BEN/OPEB	12,274	9,939	2,335	24,547	19,277	5,270	
P-ROLL BEN/PARS Benefits	24	107	(83)	47	145	(98)	
P-ROLL BEN/PERS-Misc	39,325	31,829	7,497	78,651	61,751	16,899	
P-ROLL BEN/PERS-Misc (UAL)	81,762	62,587	19,175	163,524	127,492	36,032	
<b>Subtotal Benefits</b>	<b>210,754</b>	<b>168,943</b>	<b>41,811</b>	<b>421,509</b>	<b>333,103</b>	<b>88,406</b>	
<b>Professional &amp; Administrative Services</b>							
PROF SVCS/Professional Svcs	5,338	2,324	3,014	10,675	3,325	7,350	Projects and outreach conducted virtual or delayed

PROF SVCS/Legal Serv Cost	52,500	49,998	2,502	105,000	77,080	27,920	Legal services invoice have been encumbered and paid in a later quarter
Travel & Trng/Tuition Rmb/Cert	200	-	200	400	-	400	
Travel & Trng/Registration Fee	413	154	259	825	154	671	Less travel due to the pandemic
Ad & Promo/Advertising & Promo Materials	1,419	745	674	2,838	841	1,997	Projects and outreach conducted virtual or delayed
Adm Exp/Program Supplies	988	377	611	1,975	466	1,509	Projects and outreach conducted virtual or delayed
<b>Subtotal Professional, Travel, &amp; Admin Services</b>	<b>60,856</b>	<b>53,598</b>	<b>7,259</b>	<b>121,713</b>	<b>81,866</b>	<b>39,847</b>	
<b>Other Operating Expenditures</b>							
OFF EXP/Postage & Mailing	5,662	343	5,319	11,324	10,594	729	
OFF EXP/Printing & Binding	6,452	-	6,452	12,904	559	12,344	Mailers planned for current Q3
OFF EXP/Copying & Duplicating	125	-	125	250	-	250	Mailers planned for current Q4
RENTAL EXP/Equipment Rental	2,000	746	1,254	4,000	1,120	2,880	Remote work significantly delayed projects and equipment usage
MISC EXP/Misc Contrib	750	-	750	1,500	-	1,500	
MISC EXP/Misc Exp	731	173	558	1,463	173	1,289	
OFF SUPP/Office Supplies	1,699	1,392	307	3,398	2,780	618	
UTILITIES/Tel & Telegraph	125	181	(56)	250	272	(22)	
PROV FR INS LOSS/Ins Gen Liab	2,325	-	2,325	4,650	7,915	(3,265)	Insurance charge per case
COST POOL/(ISF)-Gen Liability	19,984	22,595	(2,611)	39,969	39,971	(3)	
COST POOL/(CAP)- Admin Charges	13,120	26,241	(13,121)	26,241	26,241	(1)	
COST POOL/(IND)Civic Ctr Alloc	12,572	25,140	(12,569)	25,143	25,140	3	
NONCAP ASST/Comp Hrdware<5K	2,700	-	2,700	5,400	-	5,400	Computers are being provided by IT Department
NONCAP ASST/Furniture <5k		-	-	-	-	-	
<b>Subtotal Other Operating Expenditures</b>	<b>68,245</b>	<b>76,812</b>	<b>(8,568)</b>	<b>136,489</b>	<b>114,765</b>	<b>21,724</b>	
<b>TOTAL EXPENDITURES</b>	<b>654,070</b>	<b>586,110</b>	<b>67,960</b>	<b>1,308,139</b>	<b>1,050,768</b>	<b>257,371</b>	
<b>EXCESS OF REVENUES OVER (UNDER) EXPEND</b>	<b>\$ (1,388,648)</b>	<b>\$ (823,792)</b>	<b>\$ 428,936</b>	<b>\$ (3,934,838)</b>	<b>\$ (3,181,035)</b>	<b>\$ 239,060</b>	

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