

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: January 20, 2021

Final Decision Date Deadline: January 20, 2021

STATEMENT OF THE ISSUE: As part of the Fiscal Year 2020-21 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 in March 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 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 type="checkbox"/> Other: |
| <input type="checkbox"/> Contract/Agreement | <input checked="" 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, 2021 – Rent Program (Paige Roosa 620-6537).

AGENDA ITEM NO:

K-3.

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RICHMOND RENT PROGRAM							
BUDGET VS ACTUAL REPORT - REVENUES AND EXPENDITURES							
QUARTER ENDED MARCH 31, 2021 (Q3)							
	QUARTER ENDED 3/31/2021 (Q3)			YEAR-TO-DATE 3/31/2021			VARIANCE EXPLANATION (a)
	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE	
REVENUES							
Fees (includes revenue from collections agency)	\$ (521,811)	\$ (336,832)	\$ 184,979	\$ (2,478,603)	\$ (2,338,085)	\$ 140,519	Payment plans allow for later payment of fees; late fee invoices have yet to be sent
Investment Income	-	(1,854)	(1,854)	-	(11,872)	(11,872)	Budget did not account for interest income
TOTAL REVENUES	(521,811)	(338,687)	183,125	(2,478,603)	(2,349,957)	128,646	
EXPENDITURES							
Salaries & Wages							
SALARIES & WAGES/Executive	168,096	166,762	1,334	504,288	500,286	4,002	
SALARIES & WAGES/Mgmt-Local 21	75,968	54,131	21,837	227,904	136,804	91,100	One vacant Rent Program Services Analyst position
SALARIES & WAGES/Local 1021	49,779	39,459	10,320	149,337	134,726	14,611	
SALARIES & WAGES/PT- Temp	10,759	7,185	3,574	32,277	21,522	10,755	Hours for one admin student intern significantly decreased
OVERTIME/General	1,500	517	983	4,500	926	3,574	Employees opted for comp time in lieu of OT pay
OTHER PAY/Bilingual Pay	3,060	2,553	507	9,179	7,490	1,689	
OTHER PAY/Auto Allowance	1,050	1,050	-	3,150	3,150	-	
OTHER PAY/Medical- in Lieu of	612	-	612	1,836	-	1,836	Category not included in budget
COMP ABSENCES/WC-Prof-Mgt-Tec	1,047	-	1,047	3,140	-	3,140	No expenditures this quarter
Subtotal Salaries & Wages	311,870	271,656	40,214	935,611	804,905	130,706	
Benefits							
P-ROLL BEN/Medicare Tax-ER Shr	4,155	3,974	182	12,466	11,755	711	
P-ROLL BEN/Health Insurance Be	37,864	34,254	3,610	113,591	97,879	15,713	
P-ROLL BEN/Dental Insurance	4,196	3,651	545	12,589	10,953	1,636	
P-ROLL BEN/Employee Assistance	124	109	15	373	328	45	
P-ROLL BEN/Professional Dev-Mg	1,041	1,341	(300)	3,122	1,500	1,622	Budgeted estimate was conservative
P-ROLL BEN/Vision	548	483	65	1,645	1,449	196	
P-ROLL BEN/Life Insurance	1,113	903	210	3,340	2,651	689	Budgeted estimate was conservative
P-ROLL BEN/Long Term Disabilit	2,591	2,438	153	7,774	7,181	593	
P-ROLL BEN/Unemployment Ins	1,633	1,254	379	4,900	3,914	986	Budgeted estimate was conservative
P-ROLL BEN/Personal/Prof Dev	197	-	197	590	1,500	(910)	Increased professional development expenses due to remote work
P-ROLL BEN/Worker Comp-Injury Appt	-	355	(355)	-	692	(692)	Category not included in budget
P-ROLL BEN/Worker Comp-Clerica	2,569	3,203	(635)	7,706	11,639	(3,933)	Budgeted estimate underestimated WC costs
P-ROLL BEN/Worker Comp-Prof	15,937	19,902	(3,965)	47,811	57,222	(9,410)	
P-ROLL BEN/OPEB	11,036	10,944	92	33,107	32,381	727	
P-ROLL BEN/PARS Benefits	134	9	125	403	24	378	Budgeted estimate was conservative
P-ROLL BEN/PERS-Misc	35,487	36,203	(716)	106,461	107,060	(599)	
P-ROLL BEN/PERS-Misc (UAL)	60,098	64,381	(4,284)	180,293	191,193	(10,900)	
Subtotal Benefits	178,724	183,404	(4,680)	749,571	539,319	210,252	
Professional & Administrative Services							
PROF SVCS/Professional Svcs (b)	4,375	2,424	1,951	13,125	7,404	5,721	Covid-19 pandemic delayed translation projects such as Guide to Rent Control
PROF SVCS/Legal Serv Cost (b)	52,500	37,498	15,002	157,500	70,830	86,670	Contracts with EDC and BayLegal commenced in October instead of July
DUES & PUB/Memberships & Dues	1,650	1,453	197	1,650	1,453		
AD & PROMO/Advertising&Promo	50	555	(505)	150	1,092	(942)	Funds spent on "boosting" social media posts as a means of outreach
AD & PROMO/Community Events	878	-	878	2,635	-	2,635	No community events held in person due to Covid-19
ADM EXP/Program Supplies	881	2,151	(1,270)	2,644	2,735	(92)	
Subtotal Professional & Admin Services	60,335	44,081	16,254	177,704	83,514	94,190	
Travel, Training & Professional Dues							
TRAVEL & TRNG/M Meal Allowance	51	-	51	153	-	153	No travel due to Covid-19
TRAVEL & TRNG/Mileage	306	-	306	918	-	918	No travel due to Covid-19
TRAVEL & TRNG/Conf, Mtng Trng	1,500	-	1,500	1,125	-	1,125	No attendance at conferences due to Covid-19
TRAVEL & TRNG/Tuition Rmb/Cer	-	-	-	600	-	600	
DUES & PUB/Subscription	-	-	-	-	-	-	
Subtotal Travel, Training & Professional Dues	1,857	-	1,857	2,796	-	2,796	
Other Operating Expenditures							
OFF EXP/Postage & Mailing	6,358	666	5,692	19,074	3,729	15,345	Covid-19 pandemic delayed projects such as Guide to Rent Control
OFF EXP/Printing & Binding	6,795	79	6,716	20,386	1,894	18,492	Covid-19 pandemic delayed projects such as Guide to Rent Control
OFF EXP/Copying & Duplicating	-	-	-	-	236	(236)	Expenses erroneously applied to different account string
RENTAL EXP/Equipment Rental (b)	2,000	798	1,202	6,000	1,783	4,217	Remote work significantly decreased printing activity
MISC EXP/Misc Contrib	-	-	-	2,250	-	2,250	Invoice for PSI interns not yet received
MISC EXP/Misc Exp	731	-	731	2,194	-	2,194	Budgeted estimate was conservative
OFF SUPP/Office Supplies	1,699	637	1,062	5,096	1,891	3,205	Remote work significantly decreased use of office supplies
UTILITIES/Tel & Telegraph	71	92	(21)	213	321	(108)	Increased phone utility usage due to Covid-19
CONTRACT SVCS/Other Cntrctd Svc (b)	-	34	(34)	-	103	(103)	Category not included in budget - this is for in-office shredder services
PROV FR INS LOSS/Ins Gen Liab (b)	2,216	1,162	1,054	6,649	9,077	(2,428)	
COST POOL/(ISF)-Gen Liability	23,272	17,379	5,893	69,815	52,134	17,681	Budgeted estimate was conservative
COST POOL/(CAP)- Admin Charges	13,120	12,864	256	39,361	38,590	771	
COST POOL/(IND)Civic Ctr Alloc	11,991	12,573	(582)	35,973	37,716	(1,743)	
NONCAP ASST/Comp Hrdware<5K	-	-	-	-	-	-	
NONCAP ASST/Furniture <5k	-	-	-	-	-	-	
Subtotal Other Operating Expenditures	68,254	46,285	21,969	207,011	147,475	59,536	
TOTAL EXPENDITURES (b)	621,039	545,426	75,613	2,072,693	1,575,213	497,480	

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

(b) Does not include contractual encumbrances through the end of the fiscal year

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