

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: September 15, 2021

Final Decision Date Deadline: September 15, 2021

**STATEMENT OF THE ISSUE:** Utilizing the City's MUNIS software system, management staff are able to generate financial reports on a monthly basis detailing the Rent Program's revenues and expenditures. These reports allow management staff and the Rent Board to closely monitor the Program's financial circumstances.

## 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 Rent Program FY 2021-22 Monthly Revenue and Expenditure Report through August 2021 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

**F-3.**

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**Rent Program  
FY2021-22 Monthly Revenue and Expenditure Report**

**ITEM F-3**

CHARACTER	OBJECT	ADOPTED BUDGET	Per 1	Per 2	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED		
			July-2021	August-2021						
34	LICENSES, PRMITS&FEES	340445	Rental Housing Fees	(2,893,854.00)	(210,035.00)	(715,808.00)	-	(925,843.00)	(1,968,011.00)	32.0%
			<b>TOTAL LICENSES, PRMITS&amp;FEES</b>	<b>(2,893,854.00)</b>	<b>(210,035.00)</b>	<b>(715,808.00)</b>	-	<b>(925,843.00)</b>	<b>(1,968,011.00)</b>	<b>32.0%</b>
36	INTEREST INCOME	361701	Interest	(14,460.00)	-	-	-	-	(14,460.00)	0.0%
			<b>TOTAL INTEREST INCOME</b>	<b>(14,460.00)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(14,460.00)</b>	<b>0.0%</b>
38	OTHER REV/Bad Debt Recovery	364867	Revenue from Collections Agency	(30,000.00)	(7,785.37)	-	-	(7,785.37)	(22,214.63)	26.0%
			<b>TOTAL OTHER REVENUE</b>	<b>(30,000.00)</b>	<b>(7,785.37)</b>	<b>-</b>	<b>-</b>	<b>(7,785.37)</b>	<b>(22,214.63)</b>	<b>26.0%</b>
			<b>TOTAL REVENUE</b>	<b>(2,938,314.00)</b>	<b>(217,820.37)</b>	<b>(715,808.00)</b>	<b>-</b>	<b>(933,628.37)</b>	<b>(2,004,685.63)</b>	<b>31.8%</b>
40	SALARIES AND WAGES	400001	SALARIES & WAGES/Executive	677,798.40	55,587.34	55,587.34	-	111,174.68	566,623.72	16.4%
40	SALARIES AND WAGES	400002	SALARIES & WAGES/Mgmt-Local 21	284,628.00	15,501.88	13,501.88	-	29,003.76	255,624.24	10.2%
40	SALARIES AND WAGES	400003	SALARIES & WAGES/Local 1021	169,860.00	15,832.70	15,832.70	-	31,665.40	138,194.60	18.6%
40	SALARIES AND WAGES	400006	SALARIES & WAGES/PT- Temp	43,036.00	1,712.36	1,148.41	-	2,860.77	40,175.23	6.6%
40	SALARIES AND WAGES	400031	OVERTIME/General	2,500.00	-	-	-	-	2,500.00	0.0%
40	SALARIES AND WAGES	400048	OTHER PAY/Bilingual Pay	11,377.01	773.68	854.23	-	1,627.91	9,749.10	14.3%
40	SALARIES AND WAGES	400049	OTHER PAY/Auto Allowance	4,200.00	350.00	350.00	-	700.00	3,500.00	16.7%
40	SALARIES AND WAGES	400050	OTHER PAY/Medical- in Lieu of	2,400.00	-	-	-	-	2,400.00	0.0%
40	SALARIES AND WAGES	400079	COMP ABSENCES/WC-Prof-Mgt-Tec	-	-	-	-	-	-	0.0%
			<b>TOTAL SALARIES AND WAGES</b>	<b>1,195,799.41</b>	<b>89,757.96</b>	<b>87,274.56</b>	<b>-</b>	<b>177,032.52</b>	<b>1,018,766.89</b>	<b>14.8%</b>
41	FRINGE BENEFITS	400103	P-ROLL BEN/Medicare Tax-ER Shr	15,991.66	1,304.81	1,268.80	-	2,573.61	13,418.05	16.1%
41	FRINGE BENEFITS	400105	P-ROLL BEN/Health Insurance Be	140,309.48	10,441.39	10,441.39	-	20,882.78	119,426.70	14.9%
41	FRINGE BENEFITS	400106	P-ROLL BEN/Dental Insurance	15,507.78	1,217.00	1,217.00	-	2,434.00	13,073.78	15.7%
41	FRINGE BENEFITS	400109	P-ROLL BEN/Employee Assistance	463.83	36.40	36.40	-	72.80	391.03	15.7%
41	FRINGE BENEFITS	400110	P-ROLL BEN/Professional Dev-Mg	3,750.00	-	-	-	-	3,750.00	0.0%
41	FRINGE BENEFITS	400111	P-ROLL BEN/Vision	2,051.56	161.00	161.00	-	322.00	1,729.56	15.7%
41	FRINGE BENEFITS	400112	P-ROLL BEN/Life Insurance	3,713.20	291.40	291.40	-	582.80	3,130.40	15.7%
41	FRINGE BENEFITS	400114	P-ROLL BEN/Long Term Disabilit	10,075.96	788.51	790.93	-	1,579.44	8,496.52	15.7%
41	FRINGE BENEFITS	400116	P-ROLL BEN/Unemployment Ins	5,729.93	456.00	456.00	-	912.00	4,817.93	15.9%
41	FRINGE BENEFITS	400117	P-ROLL BEN/Personal/Prof Dev	5,250.00	-	-	-	-	5,250.00	0.0%
41	FRINGE BENEFITS	400118	P-ROLL BEN/Worker Comp-Injury Appt	358.51	-	-	-	-	358.51	0.0%
41	FRINGE BENEFITS	400121	P-ROLL BEN/Worker Comp-Clerica	19,240.36	1,330.40	1,267.57	-	2,597.97	16,642.39	13.5%
41	FRINGE BENEFITS	400122	P-ROLL BEN/Worker Comp-Prof	79,289.79	6,224.94	6,224.94	-	12,449.88	66,839.91	15.7%
41	FRINGE BENEFITS	400124	P-ROLL BEN/CON-MEDICL EE Share	-	-	-	-	-	-	0.0%
41	FRINGE BENEFITS	400127	P-ROLL BEN/OPEB	22,763.49	3,550.81	3,527.68	-	7,078.49	15,685.00	31.1%
41	FRINGE BENEFITS	400130	P-ROLL BEN/PARS Benefits	93.82	0.80	0.80	-	1.60	92.22	1.7%
41	FRINGE BENEFITS	400131	P-ROLL BEN/CON-OPEB-EE Share	151,638.04	-	-	-	-	151,638.04	0.0%
41	FRINGE BENEFITS	400149	P-ROLL BEN/PERS-Misc	271,390.83	11,723.63	11,657.01	-	23,380.64	248,010.19	8.6%
41	FRINGE BENEFITS	400151	P-ROLL BEN/PERS-Misc (UAL)	-	21,460.45	19,509.50	-	40,969.95	(40,969.95)	0.0%
			<b>TOTAL FRINGE BENEFITS</b>	<b>747,618.25</b>	<b>58,987.54</b>	<b>56,850.42</b>	<b>-</b>	<b>115,837.96</b>	<b>631,780.29</b>	<b>15.5%</b>
42	PROF & ADMIN SERVICES	400201	PROF SVCS/Professional Svcs	18,350.00	50.63	762.75	14,782.83	15,596.21	2,753.79	85.0%
42	PROF & ADMIN SERVICES	400206	PROF SVCS/Legal Serv Cost	210,000.00	-	-	93,744.00	93,744.00	116,256.00	44.6%
42	PROF & ADMIN SERVICES	400220	PROF SVCS/Info Tech Services	-	-	-	-	-	-	0.0%
42	PROF & ADMIN SERVICES	400241	TRAVEL & TRNG/Meal Allowance	-	-	-	-	-	-	0.0%
42	PROF & ADMIN SERVICES	400242	TRAVEL & TRNG/Mileage	-	-	-	-	-	-	0.0%
42	PROF & ADMIN SERVICES	400243	TRAVEL & TRNG/Conf, Mtng Trng	-	-	-	-	-	-	0.0%
42	PROF & ADMIN SERVICES	400245	TRAVEL & TRNG/Tuition Rmb/Cer	800.00	-	-	-	-	800.00	0.0%
42	PROF & ADMIN SERVICES	400261	DUES & PUB/Memberships & Dues	-	-	-	-	-	-	0.0%
42	PROF & ADMIN SERVICES	400262	DUES & PUB/Books & Subs	1,650.00	-	-	-	-	1,650.00	0.0%
42	PROF & ADMIN SERVICES	400271	AD & PROMO/Advertising&Promo	5,675.00	-	-	-	-	5,675.00	0.0%
42	PROF & ADMIN SERVICES	400272	AD & PROMO/Community Events	-	-	-	-	-	-	0.0%
42	PROF & ADMIN SERVICES	400280	ADM EXP/Program Supplies	3,950.00	-	-	-	-	3,950.00	0.0%
			<b>TOTAL PROF &amp; ADMIN SERVICES</b>	<b>240,425.00</b>	<b>50.63</b>	<b>762.75</b>	<b>108,526.83</b>	<b>109,340.21</b>	<b>131,084.79</b>	<b>45.5%</b>
43	OTHER OPERATING	400231	OFF EXP/Postage & Mailing	22,647.09	-	-	-	-	22,647.09	0.0%
43	OTHER OPERATING	400232	OFF EXP/Printing & Binding	25,807.22	-	-	-	-	25,807.22	0.0%
43	OTHER OPERATING	400233	OFF EXP/Copying & Duplicating	500.00	-	-	-	-	500.00	0.0%
43	OTHER OPERATING	400304	RENTAL EXP/Equipment Rental	8,000.00	-	185.73	5,043.07	5,228.80	2,771.20	65.4%
43	OTHER OPERATING	400321	MISC EXP/Misc Contrib	3,000.00	-	-	-	-	3,000.00	0.0%
43	OTHER OPERATING	400322	MISC EXP/Misc Exp	2,925.00	-	-	-	-	2,925.00	0.0%
43	OTHER OPERATING	400341	OFF SUPP/Office Supplies	6,795.00	-	-	-	-	6,795.00	0.0%
43	OTHER OPERATING	400344	OFF SUPP/Computer Supplies	-	-	-	-	-	-	0.0%
			<b>TOTAL OTHER OPERATING</b>	<b>69,674.30</b>	<b>-</b>	<b>185.73</b>	<b>5,043.07</b>	<b>5,228.80</b>	<b>64,445.50</b>	<b>7.5%</b>
44	UTILITIES	400401	UTILITIES/Tel & Telegraph	500.00	-	-	-	-	500.00	0.0%
			<b>TOTAL UTILITIES</b>	<b>500.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>500.00</b>	<b>0.0%</b>
45	EQUIPMENT & CONTRACT SVCS	400538	CONTRACT SVCS/Other Cntrl Svc	-	-	-	-	-	-	0.0%
			<b>TOTAL EQUIPMENT &amp; CONTRACT SVCS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
46	PROVISION FOR INS LOSS	400552	PROV FR INS LOSS/Ins Gen Liab	9,300.00	-	-	-	-	9,300.00	0.0%
			<b>TOTAL PROVISION FOR INS LOSS</b>	<b>9,300.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>9,300.00</b>	<b>0.0%</b>
47	COST POOL	400574	COST POOL/(ISF)-Gen Liability	79,936.50	-	11,583.00	-	11,583.00	68,353.50	14.5%
47	COST POOL	400586	COST POOL/(CAP)- Admin Charges	52,481.00	-	8,574.00	-	8,574.00	43,907.00	16.3%
47	COST POOL	400591	COST POOL/(IND)Civic Ctr Alloc	50,286.00	-	8,379.00	-	8,379.00	41,907.00	16.7%
			<b>TOTAL COST POOL</b>	<b>182,703.50</b>	<b>-</b>	<b>28,536.00</b>	<b>-</b>	<b>28,536.00</b>	<b>154,167.50</b>	<b>15.6%</b>
48	ASSET/CAPITAL OUTLAY	400601	NONCAP ASST/Comp Hrdware<5K	10,800.00	-	-	-	-	10,800.00	0.0%
			<b>TOTAL ASSET/CAPITAL OUTLAY</b>	<b>10,800.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,800.00</b>	<b>0.0%</b>
			<b>TOTAL EXPENDITURES</b>	<b>2,456,820.46</b>	<b>148,796.13</b>	<b>173,609.46</b>	<b>113,569.90</b>	<b>435,975.49</b>	<b>2,020,844.97</b>	<b>17.7%</b>
			<b>NET OPERATING (SURPLUS)/DEFICIT</b>	<b>(481,493.54)</b>	<b>(69,024.24)</b>	<b>(542,198.54)</b>	<b>113,569.90</b>	<b>(497,652.88)</b>		

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