

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: October 20, 2021

Final Decision Date Deadline: October 20, 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 September 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**

Fiscal Year 2021 - 2022

OBJECT	ADOPTED BUDGET	Per 1	Per 2	Per 3	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
		July	August	September				
340445 Rental Housing Fees	(2,893,854.00)	(691,167.85)	(662,750.30)	(536,446.55)	-	(1,890,364.70)	(1,003,489.30)	65.3%
<b>TOTAL LICENSES, PRMITS&amp;FEES</b>	<b>(2,893,854.00)</b>	<b>(691,167.85)</b>	<b>(662,750.30)</b>	<b>(536,446.55)</b>	-	<b>(1,890,364.70)</b>	<b>(1,003,489.30)</b>	<b>65.3%</b>
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>-</b>	<b>(14,460.00)</b>	<b>0.0%</b>
364867 Revenue from Collections Agency	(30,000.00)	-	-	(2,220.00)	-	(2,220.00)	(27,780.00)	7.4%
<b>TOTAL OTHER REVENUE</b>	<b>(30,000.00)</b>	<b>-</b>	<b>-</b>	<b>(2,220.00)</b>	<b>-</b>	<b>(2,220.00)</b>	<b>(27,780.00)</b>	<b>7.4%</b>
<b>TOTAL REVENUE</b>	<b>(2,938,314.00)</b>	<b>(691,167.85)</b>	<b>(662,750.30)</b>	<b>(538,666.55)</b>	<b>-</b>	<b>(1,892,584.70)</b>	<b>(1,045,729.30)</b>	<b>64.4%</b>
400001 SALARIES & WAGES/Executive	677,048.00	45,587.34	49,595.08	57,704.02	-	152,886.44	524,161.56	22.6%
400002 SALARIES & WAGES/Mgmt-Local 21	323,312.00	11,836.06	11,836.06	11,836.06	-	35,508.18	287,803.82	11.0%
400003 SALARIES & WAGES/Local 1021	196,625.00	11,232.16	11,232.16	11,232.16	-	33,696.48	162,928.52	17.1%
400006 SALARIES & WAGES/PT- Temp	43,036.00	2,190.73	2,637.71	3,657.61	-	8,486.05	34,549.95	19.7%
400031 OVERTIME/General	-	642.96	708.11	(642.96)	-	708.11	(708.11)	100.0%
400048 OTHER PAY/Bilingual Pay	10,237.00	350.00	647.46	944.92	-	1,942.38	8,294.62	19.0%
400049 OTHER PAY/Auto Allowance	4,200.00	-	350.00	700.00	-	1,050.00	3,150.00	25.0%
400050 OTHER PAY/Medical- in Lieu of	2,400.00	-	-	-	-	-	2,400.00	0.0%
<b>TOTAL SALARIES AND WAGES</b>	<b>1,256,858.00</b>	<b>71,839.25</b>	<b>77,006.58</b>	<b>85,431.81</b>	<b>-</b>	<b>234,277.64</b>	<b>1,022,580.36</b>	<b>18.6%</b>
400103 P-ROLL BEN/Medicare Tax-ER Shr	16,440.00	1,044.80	1,120.22	1,242.38	-	3,407.40	13,032.60	20.7%
400105 P-ROLL BEN/Health Insurance Be	173,441.00	10,603.12	12,723.87	12,723.87	-	36,050.86	137,390.14	20.8%
400106 P-ROLL BEN/Dental Insurance	17,520.00	973.60	1,095.30	1,095.30	-	3,164.20	14,355.80	18.1%
400109 P-ROLL BEN/Employee Assistance	528.00	29.12	32.76	32.76	-	94.64	433.36	17.9%
400110 P-ROLL BEN/Professional Dev-Mg	6,750.00	-	-	-	-	-	6,750.00	0.0%
400111 P-ROLL BEN/Vision	2,316.00	114.48	128.79	128.79	-	372.06	1,943.94	16.1%
400112 P-ROLL BEN/Life Insurance	4,163.00	237.90	282.70	282.70	-	803.30	3,359.70	19.3%
400114 P-ROLL BEN/Long Term Disabilit	12,342.00	627.20	718.42	728.03	-	2,073.65	10,268.35	16.8%
400116 P-ROLL BEN/Unemployment Ins	5,472.00	342.00	380.00	418.00	-	1,140.00	4,332.00	20.8%
400117 P-ROLL BEN/Personal/Prof Dev	2,250.00	-	-	-	-	-	2,250.00	0.0%
400118 P-ROLL BEN/Worker Comp-Injury Appt	359.00	-	-	-	-	-	359.00	0.0%
400121 P-ROLL BEN/Worker Comp-Clerica	9,878.00	591.20	626.20	706.05	-	1,923.45	7,954.55	19.5%
400122 P-ROLL BEN/Worker Comp-Prof	58,021.00	3,330.60	3,563.05	4,033.36	-	10,927.01	47,093.99	18.8%
400127 P-ROLL BEN/OPEB	49,094.00	2,894.91	3,088.49	3,354.52	-	9,337.92	39,756.08	19.0%
400130 P-ROLL BEN/PARS Benefits	94.00	3.44	-	34.34	-	37.78	56.22	40.2%
400149 P-ROLL BEN/PERS-Misc	157,301.00	9,280.54	9,896.10	10,745.73	-	29,922.37	127,378.63	19.0%
400151 P-ROLL BEN/PERS-Misc (UAL)	327,048.00	20,862.27	20,862.27	23,180.30	-	64,904.84	262,143.16	19.8%
<b>TOTAL FRINGE BENEFITS</b>	<b>843,017.00</b>	<b>50,935.18</b>	<b>54,518.17</b>	<b>58,706.13</b>	<b>-</b>	<b>164,159.48</b>	<b>678,857.52</b>	<b>19.5%</b>
400201 PROF SVCS/Professional Svcs	18,350.00	217.00	567.29	217.00	10,315.71	1,001.29	17,348.71	5.5%
400206 PROF SVCS/Legal Serv Cost	210,000.00	-	22,916.00	4,166.00	177,084.00	27,082.00	182,918.00	12.9%
400245 TRAVEL & TRNG/Tuition Rmb/Cer	800.00	-	-	-	-	-	800.00	0.0%
400261 DUES & PUB/Memberships & Dues	1,650.00	-	-	-	-	-	1,650.00	0.0%
400271 AD & PROMO/Advertising&Promo	5,675.00	-	-	96.00	-	96.00	5,579.00	1.7%
400280 ADM EXP/Program Supplies	3,950.00	-	-	89.00	-	89.00	3,861.00	2.3%
<b>TOTAL PROF &amp; ADMIN SERVICES</b>	<b>240,425.00</b>	<b>217.00</b>	<b>23,483.29</b>	<b>4,568.00</b>	<b>187,399.71</b>	<b>28,268.29</b>	<b>212,156.71</b>	<b>11.8%</b>
400231 OFF EXP/Postage & Mailing	22,647.00	892.42	100.34	9,258.27	-	10,251.03	12,395.97	45.3%
400232 OFF EXP/Printing & Binding	25,807.00	-	551.11	8.17	-	559.28	25,247.72	2.2%
400233 OFF EXP/Copying & Duplicating	500.00	-	-	-	-	-	500.00	0.0%
400304 RENTAL EXP/Equipment Rental	8,000.00	-	373.16	-	4,926.84	373.16	7,626.84	4.7%
400321 MISC EXP/Misc Contrib	3,000.00	-	-	-	1,520.00	-	3,000.00	0.0%
400322 MISC EXP/Misc Exp	2,925.00	-	-	-	-	-	2,925.00	0.0%
400341 OFF SUPP/Office Supplies	6,795.00	-	-	1,387.93	-	1,387.93	5,407.07	20.4%
<b>TOTAL OTHER OPERATING</b>	<b>69,674.00</b>	<b>892.42</b>	<b>1,024.61</b>	<b>10,654.37</b>	<b>6,446.84</b>	<b>12,571.40</b>	<b>57,102.60</b>	<b>18.0%</b>
400401 UTILITIES/Tel & Telegraph	500.00	-	90.56	-	-	90.56	409.44	18.1%
<b>TOTAL UTILITIES</b>	<b>500.00</b>	<b>-</b>	<b>90.56</b>	<b>-</b>	<b>-</b>	<b>90.56</b>	<b>409.44</b>	<b>18.1%</b>
400552 PROV FR INS LOSS/Ins Gen Liab	9,300.00	-	-	7,915.00	-	7,915.00	1,385.00	85.1%
<b>TOTAL PROVISION FOR INS LOSS</b>	<b>9,300.00</b>	<b>-</b>	<b>-</b>	<b>7,915.00</b>	<b>-</b>	<b>7,915.00</b>	<b>1,385.00</b>	<b>85.1%</b>
400574 COST POOL/(ISF)-Gen Liability	79,937.00	-	-	17,376.00	-	17,376.00	62,561.00	21.7%
400586 COST POOL/(CAP)- Admin Charges	52,481.00	-	-	-	-	-	52,481.00	0.0%
400591 COST POOL/(IND)Civic Ctr Alloc	50,286.00	-	-	-	-	-	50,286.00	0.0%
<b>TOTAL COST POOL</b>	<b>182,704.00</b>	<b>-</b>	<b>-</b>	<b>17,376.00</b>	<b>-</b>	<b>17,376.00</b>	<b>165,328.00</b>	<b>9.5%</b>
400601 NONCAP ASST/Comp Hrdware<SK	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>-</b>	<b>10,800.00</b>	<b>0.0%</b>
<b>TOTAL EXPENDITURES</b>	<b>2,613,278.00</b>	<b>123,883.85</b>	<b>156,123.21</b>	<b>184,651.31</b>	<b>193,846.55</b>	<b>464,658.37</b>	<b>2,148,619.63</b>	<b>17.8%</b>
<b>NET OPERATING (SURPLUS)/DEFICIT</b>	<b>(325,036.00)</b>	<b>(567,284.00)</b>	<b>(506,627.09)</b>	<b>(354,015.24)</b>	<b>193,846.55</b>	<b>(1,427,926.33)</b>		

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