

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: November 17, 2021

Final Decision Date Deadline: November 17, 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 October 2021 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

G-3.

This page intentionally left blank

Rent Program
FY2021-22 Monthly Revenue and Expenditure Report

ITEM G-3

OBJECT	ADOPTED BUDGET	Period 1	Period 2	Period 3	Period 4	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
		July	August	September	October				
340445 Rental Housing Fees	(2,893,854.00)	(691,167.85)	(662,750.30)	(536,446.55)	(86,825.20)	-	(1,977,189.90)	(916,664.10)	68.3%
TOTAL LICENSES, PRMITS&FEES	(2,893,854.00)	(691,167.85)	(662,750.30)	(536,446.55)	(86,825.20)	-	(1,977,189.90)	(916,664.10)	68.3%
361701 Interest	(14,460.00)	-	-	-	-	-	-	(14,460.00)	0.0%
TOTAL INTEREST INCOME	(14,460.00)	-	-	-	-	-	-	(14,460.00)	0.0%
364867 Revenue from Collections Agency	(30,000.00)	-	-	(2,220.00)	-	-	(2,220.00)	(27,780.00)	7.4%
TOTAL OTHER REVENUE	(30,000.00)	-	-	(2,220.00)	-	-	(2,220.00)	(27,780.00)	7.4%
TOTAL REVENUE	(2,938,314.00)	(691,167.85)	(662,750.30)	(538,666.55)	(86,825.20)	-	(1,979,409.90)	(958,904.10)	67.4%
400001 SALARIES & WAGES/Executive	677,048.00	45,587.34	49,595.08	57,704.02	57,704.02	-	210,590.46	466,457.54	31.1%
400002 SALARIES & WAGES/Mgmt-Local 21	323,312.00	11,836.06	11,836.06	11,836.06	11,836.06	-	47,344.24	275,967.76	14.6%
400003 SALARIES & WAGES/Local 1021	196,625.00	11,232.16	11,232.16	11,232.16	11,232.16	-	44,928.64	151,696.36	22.8%
400006 SALARIES & WAGES/PT- Temp	43,036.00	2,190.73	2,637.71	3,657.61	1,362.83	-	9,848.88	33,187.12	22.9%
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	651.96	-	2,594.34	7,642.66	25.3%
400049 OTHER PAY/Auto Allowance	4,200.00	-	350.00	700.00	350.00	-	1,400.00	2,800.00	33.3%
400050 OTHER PAY/Medical- in Lieu of	2,400.00	-	-	-	-	-	-	2,400.00	0.0%
400058 OTHER PAY/Bonuses	-	-	-	-	15,200.00	-	15,200.00	(15,200.00)	100.0%
TOTAL SALARIES AND WAGES	1,256,858.00	71,839.25	77,006.58	85,431.81	98,337.03	-	332,614.67	924,243.33	26.5%
400103 P-ROLL BEN/Medicare Tax-ER Shr	16,440.00	1,044.80	1,120.22	1,242.38	1,429.52	-	4,836.92	11,603.08	29.4%
400105 P-ROLL BEN/Health Insurance Be	173,441.00	10,603.12	12,723.87	12,723.87	12,723.87	-	48,774.73	124,666.27	28.1%
400106 P-ROLL BEN/Dental Insurance	17,520.00	973.60	1,095.30	1,095.30	1,095.30	-	4,259.50	13,260.50	24.3%
400109 P-ROLL BEN/Employee Assistance	528.00	29.12	32.76	32.76	32.76	-	127.40	400.60	24.1%
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	128.79	-	500.85	1,815.15	21.6%
400112 P-ROLL BEN/Life Insurance	4,163.00	237.90	282.70	282.70	284.43	-	1,087.73	3,075.27	26.1%
400114 P-ROLL BEN/Long Term Disabilit	12,342.00	627.20	718.42	728.03	728.03	-	2,801.68	9,540.32	22.7%
400116 P-ROLL BEN/Unemployment Ins	5,472.00	342.00	380.00	418.00	418.00	-	1,558.00	3,914.00	28.5%
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	624.02	-	2,547.47	7,330.53	25.8%
400122 P-ROLL BEN/Worker Comp-Prof	58,021.00	3,330.60	3,563.05	4,033.36	4,033.36	-	14,960.37	43,060.63	25.8%
400127 P-ROLL BEN/OPEB	49,094.00	2,894.91	3,088.49	3,354.52	3,312.88	-	12,650.80	36,443.20	25.8%
400130 P-ROLL BEN/PARS Benefits	94.00	3.44	-	34.34	30.48	-	68.26	25.74	72.6%
400149 P-ROLL BEN/PERS-Misc	157,301.00	9,280.54	9,896.10	10,745.73	10,609.58	-	40,531.95	116,769.05	25.8%
400151 P-ROLL BEN/PERS-Misc (UAL)	327,048.00	20,862.27	20,862.27	23,180.30	20,862.27	-	85,767.11	241,280.89	26.2%
TOTAL FRINGE BENEFITS	843,017.00	50,935.18	54,518.17	58,706.13	56,313.29	-	220,472.77	622,544.23	26.2%
400201 PROF SVCS/Professional Svcs	21,350.00	217.00	567.29	217.00	755.79	16,012.92	1,757.08	3,580.00	83.2%
400206 PROF SVCS/Legal Serv Cost	210,000.00	-	22,916.00	4,166.00	16,666.00	150,002.00	43,748.00	16,250.00	92.3%
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%
TOTAL PROF & ADMIN SERVICES	243,425.00	217.00	23,483.29	4,568.00	17,421.79	166,014.92	45,690.08	31,720.00	87.0%
400231 OFF EXP/Postage & Mailing	22,647.00	892.42	100.34	9,258.27	79.61	5.06	10,330.64	12,311.30	45.6%
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	-	186.58	4,740.26	559.74	2,700.00	66.3%
400321 MISC EXP/Misc Contrib	3,000.00	-	-	-	-	3,000.00	-	-	100.0%
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%
TOTAL OTHER OPERATING	69,674.00	892.42	1,024.61	10,654.37	266.19	7,745.32	12,837.59	49,091.09	29.5%
400401 UTILITIES/Tel & Telegraph	500.00	-	90.56	-	45.28	-	135.84	364.16	27.2%
TOTAL UTILITIES	500.00	-	90.56	-	45.28	-	135.84	364.16	27.2%
400552 PROV FR INS LOSS/Ins Gen Liab	9,300.00	-	-	7,915.00	-	20.00	7,915.00	1,365.00	85.3%
TOTAL PROVISION FOR INS LOSS	9,300.00	-	-	7,915.00	-	20.00	7,915.00	1,365.00	85.3%
400574 COST POOL/(ISF)-Gen Liability	79,937.00	-	-	17,376.00	-	9,273.00	26,649.00	53,288.00	33.3%
400586 COST POOL/(CAP)- Admin Charges	52,481.00	-	-	-	-	-	-	52,481.00	0.0%
400591 COST POOL/(IND)Civic Ctr Alloc	50,286.00	-	-	-	-	16,758.00	16,758.00	33,528.00	33.3%
TOTAL COST POOL	182,704.00	-	-	17,376.00	-	26,031.00	43,407.00	139,297.00	23.8%
400601 NONCAP ASST/Comp Hrdware<5K	10,800.00	-	-	-	-	-	-	10,800.00	0.0%
TOTAL ASSET/CAPITAL OUTLAY	10,800.00	-	-	-	-	-	-	10,800.00	0.0%
TOTAL EXPENDITURES	2,616,278.00	123,883.85	156,123.21	184,651.31	198,414.58	173,780.24	663,072.95	1,779,424.81	32.0%
NET OPERATING (SURPLUS)/DEFICIT	(322,036.00)	(567,284.00)	(506,627.09)	(354,015.24)	111,589.38	173,780.24	(1,316,336.95)	820,520.71	

This page intentionally left blank