

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: December 15, 2021

Final Decision Date Deadline: December 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 November 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**

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	Period 1	Period 2	Period 3	Period 4	Period 5	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August	September	October	November				
340445 Rental Housing Fees	(2,609,056.00)	(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%
<b>TOTAL LICENSES, PRMITS&amp;FEES</b>	<b>(2,609,056.00)</b>	<b>(2,893,854.00)</b>	<b>(691,167.85)</b>	<b>(662,750.30)</b>	<b>(536,446.55)</b>	<b>(86,825.20)</b>	<b>-</b>	<b>-</b>	<b>(1,977,189.90)</b>	<b>(916,664.10)</b>	<b>68.3%</b>
361701 Interest	-	(14,460.00)	-	-	-	(838.30)	-	-	(838.30)	(13,621.70)	5.8%
361705 Realized Gain	-	-	-	-	-	(1,287.30)	-	-	(1,287.30)	1,287.00	100.0%
<b>TOTAL INTEREST INCOME</b>	<b>-</b>	<b>(14,460.00)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(2,125.60)</b>	<b>-</b>	<b>-</b>	<b>(2,125.60)</b>	<b>(12,334.40)</b>	<b>14.7%</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>-</b>	<b>(30,000.00)</b>	<b>-</b>	<b>-</b>	<b>(2,220.00)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(2,220.00)</b>	<b>(27,780.00)</b>	<b>7.4%</b>
<b>TOTAL REVENUE</b>	<b>(2,609,056.00)</b>	<b>(2,938,314.00)</b>	<b>(691,167.85)</b>	<b>(662,750.30)</b>	<b>(538,666.55)</b>	<b>(88,950.80)</b>	<b>-</b>	<b>-</b>	<b>(1,981,535.50)</b>	<b>(956,778.50)</b>	<b>67.4%</b>
400001 SALARIES & WAGES/Executive	667,048.00	677,048.00	45,587.34	49,595.08	57,704.02	57,704.02	57,704.02	-	268,294.48	408,753.52	39.6%
400002 SALARIES & WAGES/Mgmt-Local 21	303,316.00	323,312.00	11,836.06	11,836.06	11,836.06	11,836.06	11,836.06	-	59,180.30	264,131.70	18.3%
400003 SALARIES & WAGES/Local 1021	195,857.00	196,625.00	11,232.16	11,232.16	11,232.16	11,232.16	11,232.16	-	56,160.80	140,464.20	28.6%
400006 SALARIES & WAGES/PT- Temp	43,036.00	43,036.00	2,190.73	2,637.71	3,657.61	1,362.83	2,843.07	-	12,691.95	30,344.05	29.5%
400031 OVERTIME/General	6,000.00	-	642.96	708.11	(642.96)	-	-	-	708.11	(708.11)	100.0%
400048 OTHER PAY/Bilingual Pay	9,402.00	10,237.00	350.00	647.46	944.92	651.96	651.96	-	3,246.30	6,990.70	31.7%
400049 OTHER PAY/Auto Allowance	4,200.00	-	-	350.00	700.00	350.00	350.00	-	2,450.00	41.7%	
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%
<b>TOTAL SALARIES AND WAGES</b>	<b>1,228,859.00</b>	<b>1,256,858.00</b>	<b>71,839.25</b>	<b>77,006.58</b>	<b>85,431.81</b>	<b>98,337.03</b>	<b>84,617.27</b>	<b>-</b>	<b>417,231.94</b>	<b>839,626.06</b>	<b>33.2%</b>
400103 P-ROLL BEN/Medicare Tax-ER Shr	16,122.00	16,440.00	1,044.80	1,120.22	1,242.38	1,429.52	1,230.60	-	6,067.52	10,372.48	36.9%
400105 P-ROLL BEN/Health Insurance Be	148,142.00	173,441.00	10,603.12	12,723.87	12,723.87	12,723.87	12,723.87	-	61,498.60	111,942.40	35.5%
400106 P-ROLL BEN/Dental Insurance	16,258.00	17,520.00	973.60	1,095.30	1,095.30	1,095.30	1,095.30	-	5,354.80	12,165.20	30.6%
400109 P-ROLL BEN/Employee Assistance	484.00	528.00	29.12	32.76	32.76	32.76	13.77	-	141.17	386.83	26.7%
400110 P-ROLL BEN/Professional Dev-Mg	6,000.00	6,750.00	-	-	-	-	-	-	-	6,750.00	0.0%
400111 P-ROLL BEN/Vision	2,123.00	2,316.00	114.48	128.79	128.79	128.79	128.79	-	629.64	1,686.36	27.2%
400112 P-ROLL BEN/Life Insurance	3,717.00	4,163.00	237.90	282.70	282.70	284.43	284.43	-	1,272.16	2,790.84	33.0%
400114 P-ROLL BEN/Long Term Disabilit	11,132.00	12,342.00	627.20	718.42	728.03	728.03	728.03	-	3,529.71	8,812.29	28.6%
400116 P-ROLL BEN/Unemployment Ins	5,016.00	5,472.00	342.00	380.00	418.00	418.00	418.00	-	1,976.00	3,496.00	36.1%
400117 P-ROLL BEN/Personal/Prof Dev	2,250.00	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	14,330.00	9,878.00	591.20	626.20	706.05	624.02	642.27	-	3,189.74	6,688.26	32.3%
400122 P-ROLL BEN/Worker Comp-Prof	80,557.00	58,021.00	3,330.60	3,563.05	4,033.36	4,033.36	4,033.36	-	18,933.72	39,027.27	32.7%
400127 P-ROLL BEN/OPEB	44,703.00	49,094.00	2,894.91	3,088.49	3,354.52	3,312.88	3,312.88	-	15,963.68	33,130.32	32.5%
400130 P-ROLL BEN/PARS Benefits	-	94.00	3.44	-	34.34	30.48	36.97	-	105.23	(111.23)	111.9%
400149 P-ROLL BEN/PERS-Misc	147,443.00	157,301.00	9,280.54	9,896.10	10,745.73	10,609.58	10,609.58	-	51,141.53	106,159.47	32.5%
400151 P-ROLL BEN/PERS-Misc (UAL)	223,322.00	327,048.00	20,862.27	20,862.27	23,180.30	20,862.27	20,862.27	-	106,629.38	220,418.62	32.6%
<b>TOTAL FRINGE BENEFITS</b>	<b>721,599.00</b>	<b>843,017.00</b>	<b>50,935.18</b>	<b>54,518.17</b>	<b>58,706.13</b>	<b>56,313.29</b>	<b>56,120.12</b>	<b>-</b>	<b>276,592.89</b>	<b>566,424.11</b>	<b>32.8%</b>
400201 PROF SVCS/Professional Svcs	17,500.00	21,350.00	217.00	567.29	217.00	755.79	715.21	15,297.71	2,472.29	3,580.00	83.2%
400206 PROF SVCS/Legal Serv Cost	210,000.00	210,000.00	-	22,916.00	4,166.00	16,666.00	16,666.00	133,336.00	60,414.00	16,250.00	92.3%
400245 TRAVEL & TRNG/Tuition Rmb/Cer	1,500.00	800.00	-	-	-	-	-	-	-	800.00	0.0%
400261 DUES & PUB/Memberships & Dues	800.00	1,650.00	-	-	-	-	-	-	-	1,650.00	0.0%
400271 AD & PROM/O/Advertising&Promo	-	5,675.00	-	-	96.00	96.00	649.00	-	841.00	4,834.00	14.8%
400280 ADM EXP/Program Supplies	3,525.00	3,950.00	-	-	89.00	89.00	192.00	-	370.00	3,580.00	9.4%
<b>TOTAL PROF &amp; ADMIN SERVICES</b>	<b>233,325.00</b>	<b>243,425.00</b>	<b>217.00</b>	<b>23,483.29</b>	<b>4,568.00</b>	<b>17,606.79</b>	<b>18,222.21</b>	<b>148,633.71</b>	<b>64,097.29</b>	<b>30,694.00</b>	<b>87.4%</b>
400231 OFF EXP/Postage & Mailing	25,432.00	22,647.00	892.42	100.34	9,258.27	79.61	105.43	5.06	10,436.07	12,205.87	46.1%
400232 OFF EXP/Printing & Binding	27,181.00	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	8,000.00	-	373.16	-	186.58	373.33	4,366.93	933.07	2,700.00	66.3%
400321 MISC EXP/Misc Contrib	3,000.00	3,000.00	-	-	-	-	-	3,000.00	-	-	100.0%
400322 MISC EXP/Misc Exp	2,925.00	2,925.00	-	-	-	-	173.33	-	173.33	2,751.67	5.9%
400341 OFF SUPP/Office Supplies	6,795.00	6,795.00	-	-	1,387.93	17.53	1,069.73	-	2,475.19	4,319.81	36.4%
<b>TOTAL OTHER OPERATING</b>	<b>73,333.00</b>	<b>69,674.00</b>	<b>892.42</b>	<b>1,024.61</b>	<b>10,654.37</b>	<b>283.72</b>	<b>1,721.82</b>	<b>7,371.99</b>	<b>14,576.94</b>	<b>47,725.07</b>	<b>31.5%</b>
400401 UTILITIES/Tel & Telegraph	284.00	500.00	-	90.56	-	45.28	45.27	-	181.11	318.89	36.2%
<b>TOTAL UTILITIES</b>	<b>284.00</b>	<b>500.00</b>	<b>-</b>	<b>90.56</b>	<b>-</b>	<b>45.28</b>	<b>45.27</b>	<b>-</b>	<b>181.11</b>	<b>318.89</b>	<b>36.2%</b>
400552 PROV FR INS LOSS/Ins Gen Liab	8,865.00	9,300.00	-	-	7,915.00	-	-	20.00	7,915.00	1,365.00	85.3%
<b>TOTAL PROVISION FOR INS LOSS</b>	<b>8,865.00</b>	<b>9,300.00</b>	<b>-</b>	<b>-</b>	<b>7,915.00</b>	<b>-</b>	<b>-</b>	<b>20.00</b>	<b>7,915.00</b>	<b>1,365.00</b>	<b>85.3%</b>
400574 COST POOL/(ISF)-Gen Liability	69,513.00	79,937.00	-	-	17,376.00	9,273.00	6,661.00	-	33,310.00	46,627.00	41.7%
400586 COST POOL/(CAP)-Admin Charges	51,454.00	52,481.00	-	-	-	-	21,869.00	-	21,869.00	30,612.00	41.7%
400591 COST POOL/(IND)Civic Ctr Alloc	50,289.00	50,286.00	-	-	-	16,758.00	4,191.00	-	20,949.00	29,337.00	41.7%
<b>TOTAL COST POOL</b>	<b>171,256.00</b>	<b>182,704.00</b>	<b>-</b>	<b>-</b>	<b>17,376.00</b>	<b>26,031.00</b>	<b>32,721.00</b>	<b>-</b>	<b>76,128.00</b>	<b>106,576.00</b>	<b>41.7%</b>
400601 NONCAP ASST/Comp Hrdware<SK	1,100.00	10,800.00	-	-	-	-	-	-	-	10,800.00	0.0%
<b>TOTAL ASSET/CAPITAL OUTLAY</b>	<b>1,100.00</b>	<b>10,800.00</b>	<b>-</b>	<b>-</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>2,438,621.00</b>	<b>2,616,278.00</b>	<b>123,883.85</b>	<b>156,123.21</b>	<b>184,651.31</b>	<b>198,617.11</b>	<b>193,447.69</b>	<b>156,025.70</b>	<b>856,723.17</b>	<b>1,603,529.13</b>	<b>38.7%</b>
<b>NET OPERATING (SURPLUS)/DEFICIT</b>	<b>(170,435.00)</b>	<b>(322,036.00)</b>	<b>(567,284.00)</b>	<b>(506,627.09)</b>	<b>(354,015.24)</b>	<b>109,666.31</b>	<b>193,447.69</b>	<b>-</b>	<b>(1,124,812.33)</b>	<b>646,750.63</b>	<b>-</b>

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