

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: January 19, 2022

Final Decision Date Deadline: January 19, 2022

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

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|---|--|--|
| <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 December 2021 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

F-3.

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RICHMOND RENT PROGRAM
MONTHLY REVENUE AND EXPENDITURES REPORT
FISCAL YEAR 2021-22

ITEM F-3

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August	September	October	November	December				
340445 Rental Housing Fees	(2,609,056.00)	(2,893,854.00)	(691,167.85)	(662,750.30)	(536,446.55)	(86,825.20)	(49,226.30)	(94,505.60)	-	(2,120,921.80)	(772,932.20)	73.3%
TOTAL LICENSES, PRMITS&FEES	(2,609,056.00)	(2,893,854.00)	(691,167.85)	(662,750.30)	(536,446.55)	(86,825.20)	(49,226.30)	(94,505.60)	-	(2,120,921.80)	(772,932.20)	73.3%
361701 Interest	-	(14,460.00)	-	-	-	(838.30)	-	-	-	(838.30)	(13,621.70)	5.8%
361705 Realized Gain	-	-	-	-	-	(1,287.30)	-	-	-	(1,287.30)	1,287.30	100.0%
TOTAL INTEREST INCOME	-	(14,460.00)	-	-	-	(2,125.60)	-	-	-	(2,125.60)	(12,334.40)	14.7%
364867 Revenue from Collections Agency	-	(30,000.00)	-	-	(2,220.00)	-	-	-	-	(2,220.00)	(27,780.00)	7.4%
337373 Other Grants	-	-	-	-	-	-	-	(5,000.00)	-	(5,000.00)	-	-
TOTAL OTHER REVENUE	-	(30,000.00)	-	-	(2,220.00)	-	-	(5,000.00)	-	(7,220.00)	(27,780.00)	24.1%
TOTAL REVENUE	(2,609,056.00)	(2,938,314.00)	(691,167.85)	(662,750.30)	(538,666.55)	(88,950.80)	(49,226.30)	(99,505.60)	-	(2,130,267.40)	(813,046.60)	72.5%
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	57,704.02	-	325,998.50	351,049.50	48.1%
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	11,836.06	-	71,016.36	252,295.64	22.0%
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	11,232.16	-	67,392.96	129,232.04	34.3%
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	3,028.35	-	15,720.30	27,315.70	36.5%
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	651.96	-	3,898.26	6,338.74	38.1%
400049 OTHER PAY/Auto Allowance	4,200.00	4,200.00	-	350.00	700.00	350.00	350.00	350.00	-	2,100.00	2,100.00	50.0%
400050 OTHER PAY/Medical- in Lieu of	-	2,400.00	-	-	-	-	-	-	-	-	2,400.00	0.0%
400058 OTHER PAY/Bonuses	-	-	-	-	-	15,200.00	-	19,000.00	-	34,200.00	(34,200.00)	100.0%
TOTAL SALARIES AND WAGES	1,228,859.00	1,256,858.00	71,839.25	77,006.58	85,431.81	98,337.03	84,617.27	103,802.55	-	521,034.49	735,823.51	41.5%
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	1,508.80	-	7,576.32	8,863.68	46.1%
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	13,343.24	-	74,841.84	98,599.16	43.2%
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	1,095.30	-	6,450.10	11,069.90	36.8%
400109 P-ROLL BEN/Employee Assistance	484.00	528.00	29.12	32.76	32.76	32.76	13.77	13.77	-	154.94	373.06	29.3%
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	128.79	-	758.43	1,557.57	32.7%
400112 P-ROLL BEN/Life Insurance	3,717.00	4,163.00	237.90	282.70	282.70	284.43	284.43	284.43	-	1,656.59	2,506.41	39.8%
400114 P-ROLL BEN/Long Term Disabilit	11,132.00	12,342.00	627.20	718.42	728.03	728.03	728.03	728.03	-	4,257.74	8,084.26	34.5%
400116 P-ROLL BEN/Unemployment Ins	5,016.00	5,472.00	342.00	380.00	418.00	418.00	(106.95)	418.00	-	1,869.05	3,602.95	34.2%
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	656.77	-	3,846.51	6,031.49	38.9%
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	4,033.36	-	23,027.09	34,993.91	39.7%
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	3,312.88	-	19,276.56	29,817.44	39.3%
400130 P-ROLL BEN/PARS Benefits	-	94.00	3.44	-	34.34	30.48	36.97	39.36	-	144.59	(50.59)	153.8%
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	10,609.58	-	61,751.11	95,549.89	39.3%
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	20,862.27	-	127,491.65	199,556.35	39.0%
TOTAL FRINGE BENEFITS	721,599.00	843,017.00	50,935.18	54,518.17	58,706.13	56,313.29	55,595.17	57,034.58	-	333,102.52	509,914.48	39.5%
400201 PROF SVCS/Professional Svcs	17,500.00	21,350.00	217.00	567.29	217.00	755.79	715.21	852.74	14,694.97	3,325.03	3,330.00	84.4%
400206 PROF SVCS/Legal Serv Cost	210,000.00	210,000.00	-	22,916.00	4,166.00	16,666.00	16,666.00	16,666.00	116,670.00	77,080.00	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	-	-	-	-	-	153.82	-	153.82	1,496.18	9.3%
400271 AD & PROMO/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	96.00	-	466.00	3,484.00	11.8%
TOTAL PROF & ADMIN SERVICES	233,325.00	243,425.00	217.00	23,483.29	4,568.00	17,606.79	18,222.21	17,768.56	131,364.97	81,865.85	30,194.18	87.6%
400231 OFF EXP/Postage & Mailing	25,432.00	22,647.00	892.42	100.34	9,258.27	79.61	105.43	158.19	5.06	10,594.26	12,047.68	46.8%
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	186.57	4,180.36	1,119.64	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	304.81	-	2,780.00	4,015.00	40.9%
TOTAL OTHER OPERATING	73,333.00	69,674.00	892.42	1,024.61	10,654.37	283.72	1,721.82	649.57	7,185.42	15,226.51	47,262.07	32.2%

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			July	August	September	October	November	December				
400401 UTILITIES/Tel & Telegraph	284.00	500.00	-	90.56	-	45.28	45.27	90.54	-	271.65	228.35	54.3%
TOTAL UTILITIES	284.00	500.00	-	90.56	-	45.28	45.27	90.54	-	271.65	228.35	54.3%
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%
TOTAL PROVISION FOR INS LOSS	8,865.00	9,300.00	-	-	7,915.00	-	-	-	20.00	7,915.00	1,365.00	85.3%
400574 COST POOL/(ISF)-Gen Liability	69,513.00	79,937.00	-	-	17,376.00	9,273.00	6,661.00	6,661.00	-	39,971.00	39,966.00	50.0%
400586 COST POOL/(CAP)- Admin Charges	51,454.00	52,481.00	-	-	-	-	21,869.00	4,372.00	-	26,241.00	26,240.00	50.0%
400591 COST POOL/(IND)Civic Ctr Alloc	50,289.00	50,286.00	-	-	-	16,758.00	4,191.00	4,191.00	-	25,140.00	25,146.00	50.0%
TOTAL COST POOL	171,256.00	182,704.00	-	-	17,376.00	26,031.00	32,721.00	15,224.00	-	91,352.00	91,352.00	50.0%
400601 NONCAP ASST/Comp Hrdware<5K	1,100.00	10,800.00	-	-	-	-	-	-	-	-	10,800.00	0.0%
TOTAL ASSET/CAPITAL OUTLAY	1,100.00	10,800.00	-	-	-	-	-	-	-	-	10,800.00	0.0%
TOTAL EXPENDITURES	2,438,621.00	2,616,278.00	123,883.85	156,123.21	184,651.31	198,617.11	192,922.74	194,569.80	138,570.39	1,050,768.02	1,426,939.59	45.5%
NET OPERATING (SURPLUS)/DEFICIT	(170,435.00)	(322,036.00)	(567,284.00)	(506,627.09)	(354,015.24)	109,666.31	143,696.44	95,064.20		(1,079,499.38)	613,892.99	