

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: June 15, 2022

Final Decision Date Deadline: June 15, 2022

STATEMENT OF THE ISSUE: Utilizing the City's MUNIS software system, management staff can 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 May 2022 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

F-4.

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

ITEM F-4

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED	
			July	August	September	October	November	December	January	February	March	April	May					
340445 Rental Housing Fees	(2,893,854.00)	(2,893,854.00)	(691,167.85)	(662,750.30)	(536,446.55)	(86,825.20)	(49,226.30)	(94,505.60)	(38,778.65)	(30,572.50)	(35,080.10)	(51,372.80)	(21,098.00)	-	(2,297,823.85)	(596,030.15)	79.4%	
TOTAL LICENSES, PRMITS&FEES	(2,893,854.00)	(2,893,854.00)	(691,167.85)	(662,750.30)	(536,446.55)	(86,825.20)	(49,226.30)	(94,505.60)	(38,778.65)	(30,572.50)	(35,080.10)	(51,372.80)	(21,098.00)	-	(2,297,823.85)	(596,030.15)	79.4%	
361701 Interest	(14,460.00)	(14,460.00)	-	-	-	(838.30)	-	-	(912.08)	-	-	(1,124.08)	-	-	(2,874.46)	(11,585.54)	19.9%	
361705 Realized Gain	-	-	-	-	-	(1,287.30)	-	-	(630.03)	-	-	173.25	-	-	(1,744.08)	1,744.08	100.0%	
TOTAL INTEREST INCOME	(14,460.00)	(14,460.00)	-	-	-	(2,125.60)	-	-	(1,542.11)	-	-	(950.83)	-	-	(4,618.54)	(9,841.46)	31.9%	
364867 Revenue from Collections Agency	(30,000.00)	(30,000.00)	-	-	(2,220.00)	-	-	-	(8,012.25)	(2,193.86)	-	-	-	(1,940.16)	(14,366.27)	(15,633.73)	47.9%	
337373 Other Grants	-	-	-	-	-	-	-	(5,000.00)	-	-	-	-	-	-	(5,000.00)	5,000.00	100.0%	
TOTAL OTHER REVENUE	(30,000.00)	(30,000.00)	-	-	(2,220.00)	-	-	(5,000.00)	(8,012.25)	(2,193.86)	-	-	-	(1,940.16)	(19,366.27)	(15,633.73)	64.6%	
TOTAL REVENUE	(2,938,314.00)	(2,938,314.00)	(691,167.85)	(662,750.30)	(538,666.55)	(88,950.80)	(49,226.30)	(99,505.60)	(48,333.01)	(32,766.36)	(35,080.10)	(52,323.63)	(23,038.16)	-	(2,321,808.66)	(616,505.34)	79.0%	
400001 SALARIES & WAGES/Executive	677,048.00	677,048.00	45,587.34	49,595.08	57,704.02	57,704.02	57,704.02	57,704.02	58,915.50	58,309.76	58,309.76	58,309.76	58,309.76	-	618,153.04	58,894.96	91.3%	
400002 SALARIES & WAGES/Mgmt-Local 21	323,312.00	323,312.00	11,836.06	11,836.06	11,836.06	11,836.06	11,836.06	11,836.06	11,836.06	11,836.06	11,836.06	12,590.60	14,547.60	-	133,662.74	189,649.26	41.3%	
400003 SALARIES & WAGES/Local 1021	196,625.00	196,625.00	11,232.16	11,232.16	11,232.16	11,232.16	11,232.16	11,232.16	11,232.16	11,232.16	14,025.81	16,347.30	16,347.30	-	136,577.69	60,047.31	69.5%	
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	3,325.24	3,637.32	3,007.52	3,613.68	2,859.86	-	32,163.92	10,872.08	74.7%	
400031 OVERTIME/General	-	-	642.96	708.11	(642.96)	-	-	-	-	-	542.47	542.47	-	-	1,793.05	(1,793.05)	100.0%	
400048 OTHER PAY/Bilingual Pay	10,237.00	10,237.00	350.00	647.46	944.92	651.96	651.96	651.96	651.96	651.96	651.96	667.05	706.20	-	7,227.39	3,009.61	70.6%	
400049 OTHER PAY/Auto Allowance	4,200.00	4,200.00	-	350.00	700.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	-	3,850.00	350.00	91.7%	
400050 OTHER PAY/Medical- in Lieu of	2,400.00	2,400.00	-	-	-	-	-	-	-	-	-	-	-	-	2,400.00	0.00	0.0%	
400058 OTHER PAY/Bonuses	-	-	-	-	-	15,200.00	-	19,000.00	-	-	-	-	-	-	34,200.00	(34,200.00)	100.0%	
TOTAL SALARIES AND WAGES	1,256,858.00	1,256,858.00	71,839.25	77,006.58	85,431.81	89,337.03	84,617.27	103,802.55	86,310.92	86,017.26	88,723.58	92,420.86	93,120.72	-	967,627.83	289,230.17	77.0%	
400103 P-ROLL BEN/Medicare Tax-ER Shr	16,440.00	16,440.00	1,044.80	1,120.22	1,242.38	1,429.52	1,230.60	1,508.80	1,255.42	1,255.09	1,290.41	1,364.19	1,354.16	-	14,095.59	2,344.41	85.7%	
400105 P-ROLL BEN/Health Insurance Be	173,441.00	173,441.00	10,603.12	12,723.87	12,723.87	12,723.87	13,343.24	13,343.24	13,343.24	13,343.24	15,577.17	16,436.37	16,436.37	-	149,978.23	23,462.77	86.5%	
400106 P-ROLL BEN/Dental Insurance	17,520.00	17,520.00	973.60	1,095.30	1,095.30	1,095.30	1,095.30	1,095.30	1,095.30	1,095.30	1,217.00	1,217.00	1,217.00	-	12,291.70	5,228.30	70.2%	
400109 P-ROLL BEN/Employee Assistance	528.00	528.00	29.12	32.76	32.76	13.77	13.77	13.77	13.77	13.77	15.30	15.30	15.30	-	228.38	299.62	43.3%	
400110 P-ROLL BEN/Professional Dev-Mg	6,750.00	6,750.00	-	-	-	-	-	-	-	-	-	250.00	-	-	250.00	6,500.00	3.7%	
400111 P-ROLL BEN/Vision	2,316.00	2,316.00	114.48	128.79	128.79	128.79	128.79	128.79	128.79	128.79	143.10	143.10	143.10	-	1,445.31	870.69	62.4%	
400112 P-ROLL BEN/Life Insurance	4,163.00	4,163.00	237.90	282.70	282.70	284.43	284.43	284.43	276.63	276.63	281.43	281.43	281.43	-	3,054.14	1,108.86	73.4%	
400114 P-ROLL BEN/Long Term Disabilit	12,342.00	12,342.00	627.20	718.42	728.03	728.03	728.03	728.03	427.23	427.23	454.08	462.00	462.00	-	6,490.28	5,851.72	52.6%	
400116 P-ROLL BEN/Unemployment Ins	5,472.00	5,472.00	342.00	380.00	418.00	418.00	(106.95)	418.00	456.00	418.00	431.45	456.00	353.88	-	3,984.38	1,487.62	72.8%	
400117 P-ROLL BEN/Personal/Prof Dev	2,250.00	2,250.00	-	-	-	-	-	-	-	-	1,140.09	-	-	-	1,140.09	1,109.91	50.7%	
400118 P-ROLL BEN/Worker Comp-Injury Appt	359.00	359.00	-	-	-	-	-	-	-	-	-	-	-	-	359.00	0.00	0.0%	
400121 P-ROLL BEN/Worker Comp-Clerica	9,878.00	9,878.00	591.20	626.20	706.05	624.02	642.27	656.77	680.02	704.46	655.14	932.52	1,103.40	-	7,922.05	1,955.95	80.2%	
400122 P-ROLL BEN/Worker Comp-Prof	58,021.00	58,021.00	3,330.60	3,563.05	4,033.36	4,033.36	4,033.36	4,033.36	4,103.62	4,068.48	4,068.48	4,112.24	4,225.74	-	43,605.65	14,415.35	75.2%	
400127 P-ROLL BEN/OPEB	49,094.00	49,094.00	2,894.91	3,088.49	3,354.52	3,312.88	3,312.88	3,312.88	3,362.57	3,337.72	3,452.30	3,427.64	3,658.74	-	36,656.34	12,427.64	74.7%	
400130 P-ROLL BEN/PARS Benefits	94.00	94.00	3.44	-	34.34	30.48	36.97	39.36	43.22	47.28	39.09	46.98	37.18	-	358.34	(264.34)	381.2%	
400149 P-ROLL BEN/PERS-Misc	157,301.00	157,301.00	9,280.54	9,896.10	10,745.73	10,609.58	10,609.58	10,609.58	10,767.44	10,688.52	11,052.53	11,455.30	11,715.39	-	117,430.29	39,870.71	74.7%	
400151 P-ROLL BEN/PERS-Misc (UAL)	327,048.00	327,048.00	20,862.27	20,862.27	23,180.30	20,862.27	20,862.27	20,862.27	20,862.27	20,862.27	23,180.30	23,180.30	23,180.30	-	238,757.09	88,290.91	73.0%	
TOTAL FRINGE BENEFITS	843,017.00	843,017.00	50,935.18	54,518.17	58,706.13	56,313.29	55,595.17	57,034.58	56,815.52	56,666.78	61,857.78	65,071.29	64,183.99	-	637,697.88	205,319.12	75.6%	
400201 PROF SVCS/Professional Svcs	18,350.00	21,350.00	217.00	567.29	217.00	75.79	715.21	852.74	1,745.36	1,475.21	945.36	918.09	1,222.24	8,388.71	9,631.29	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	16,666.00	22,916.00	22,916.00	16,666.00	16,666.00	20,840.00	172,910.00	16,250.00	92.3%	
400245 TRAVEL & TRNG/Tuition Rmb/Cer	800.00	800.00	-	-	-	-	-	-	-	-	-	-	-	-	800.00	0.00	0.0%	
400261 DUES & PUB/Memberships & Dues	1,650.00	1,650.00	-	-	-	-	-	153.82	1,042.88	-	-	-	-	-	239.88	1,416.58	213.42	87.1%
400271 AD & PROMO/Advertising&Promo	5,675.00	5,675.00	-	-	96.00	96.00	649.00	96.00	3,087.35	96.00	96.00	96.00	96.00	-	3,928.35	1,746.65	69.2%	
400280 ADM EXP/Program Supplies	3,950.00	3,950.00	-	89.00	-	89.00	192.00	96.00	96.00	96.00	276.00	96.00	96.00	-	1,126.00	2,824.00	28.5%	
TOTAL PROF & ADMIN SERVICES	240,425.00	243,425.00	217.00	23,483.29	4,568.00	17,606.79	18,222.21	17,768.56	22,637.59	24,487.21	24,137.36	17,680.09	18,224.12	29,228.71	189,032.22	25,164.07	89.7%	
400231 OFF EXP/Postage & Mailing	22,647.00	22,647.00	892.42	100.34	9,258.27	79.61	105.43	158.19	-	3,288.98	338.75	268.13	241.11	5.06	14,731.23	7,915.77	65.1%	
400232 OFF EXP/Printing & Binding	25,807.00	25,807.00	-	551.11	8.17	-	-	-	-	-	175.38	-	-	-	734.66	25,072.34	2.8%	
400233 OFF EXP/Copying & Duplicating	500.00	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	186.58	435.07	186.58	432.31	7.07	2,753.24	2,367.25	2,879.51	64.0%	
400321 MISC EXP/Misc Contrib	3,000.00	3,000.00	-	-	-	-	-	-	-	-	1,500.00	-	-	1,500.00	1,500.00	1,500.00	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	6,495.00	-	-	1,387.93	17.53	1,069.73	304.81	84.39	2,070.69	867.03	534.75	120.41	-	6,457.27	37.73	99.4%	
TOTAL OTHER OPERATING	69,674.00	69,374.00	892.42	1,024.61	10,654.37													

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