

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: July 20, 2022

Final Decision Date Deadline: July 20, 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 June 2022 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

**F-5.**

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

**ITEM F-5**

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	Period 12	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August	September	October	November	December	January	February	March	April	May	June				
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)	(34,604.80)	-	(2,332,428.65)	(561,425.35)	80.6%
<b>TOTAL LICENSES, PRIMITS&amp;FEES</b>	<b>(2,893,854.00)</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>(49,226.30)</b>	<b>(94,505.60)</b>	<b>(38,778.65)</b>	<b>(30,572.50)</b>	<b>(35,080.10)</b>	<b>(51,372.80)</b>	<b>(21,098.00)</b>	<b>(34,604.80)</b>	-	<b>(2,332,428.65)</b>	<b>(561,425.35)</b>	<b>80.6%</b>
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%
<b>TOTAL INTEREST INCOME</b>	<b>(14,460.00)</b>	<b>(14,460.00)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(2,125.60)</b>	<b>-</b>	<b>-</b>	<b>(1,542.11)</b>	<b>-</b>	<b>-</b>	<b>(950.83)</b>	<b>-</b>	<b>-</b>	<b>(275.00)</b>	<b>(4,618.54)</b>	<b>(9,841.46)</b>	<b>31.9%</b>
364855 OTHER REV/Misc Other Re	-	-	-	-	-	-	-	-	-	-	-	-	-	(275.00)	-	(275.00)	(275.00)	100.0%
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)	-	-	-	-	-	(1,940.16)	-	(5,000.00)	(5,000.00)	100.0%
<b>TOTAL OTHER REVENUE</b>	<b>(30,000.00)</b>	<b>(30,000.00)</b>	<b>-</b>	<b>-</b>	<b>(2,220.00)</b>	<b>-</b>	<b>-</b>	<b>(5,000.00)</b>	<b>(8,012.25)</b>	<b>(2,193.86)</b>	<b>-</b>	<b>(1,940.16)</b>	<b>(275.00)</b>	<b>(275.00)</b>	<b>-</b>	<b>(19,641.27)</b>	<b>(15,633.73)</b>	<b>65.9%</b>
<b>TOTAL REVENUE</b>	<b>(2,938,314.00)</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>(49,226.30)</b>	<b>(99,505.60)</b>	<b>(48,333.01)</b>	<b>(32,766.36)</b>	<b>(35,080.10)</b>	<b>(52,323.63)</b>	<b>(23,038.16)</b>	<b>(34,879.80)</b>	<b>-</b>	<b>(2,356,688.46)</b>	<b>(581,625.54)</b>	<b>80.2%</b>
400001 SALARIES & WAGES/Executive	677,048.00	677,048.00	45,597.34	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	58,309.76	-	676,462.80	585.20	99.9%
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	12,590.60	14,547.60	13,345.14	14,707.88	-	147,007.88	176,304.12	45.3%
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	16,347.30	-	152,924.99	43,700.01	77.8%
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	3,069.69	-	35,233.61	7,802.39	81.9%
400031 OVERTIME/General	-	-	642.96	708.11	(642.96)	-	-	-	-	-	-	542.47	542.47	-	-	1,793.05	(1,793.05)	100.0%
400048 OTHER PAY/Billingual Pay	10,237.00	10,237.00	350.00	944.92	944.92	651.96	651.96	651.96	651.96	651.96	651.96	667.05	706.20	682.14	-	7,909.53	2,327.47	77.3%
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	350.00	-	4,200.00	-	100.0%
400050 OTHER PAY/Medical- In Lieu of	2,400.00	2,400.00	-	-	-	-	-	-	-	-	-	-	-	-	-	2,400.00	-	100.0%
400058 OTHER PAY/Bonuses	-	-	-	-	-	15,200.00	-	19,000.00	-	-	-	-	-	-	-	34,200.00	(34,200.00)	100.0%
<b>TOTAL SALARIES AND WAGES</b>	<b>1,256,858.00</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>103,802.55</b>	<b>86,310.92</b>	<b>86,017.26</b>	<b>88,723.58</b>	<b>92,420.86</b>	<b>93,120.72</b>	<b>92,104.03</b>	<b>-</b>	<b>1,059,731.86</b>	<b>197,126.14</b>	<b>84.3%</b>
400103 P-ROLL BEN/Medicare Tax-ER Shr	16,440.00	16,440.00	1,048.80	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	1,339.41	-	15,435.00	1,005.00	93.9%
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	12,723.87	13,343.24	13,343.24	13,343.24	15,577.17	16,436.37	16,436.37	18,121.93	-	168,100.16	5,340.84	96.9%
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	1,217.00	-	13,508.70	4,011.30	77.1%
400109 P-ROLL BEN/Employee Assistance	528.00	528.00	29.12	32.76	32.76	32.76	32.76	13.77	13.77	13.77	15.30	15.30	15.30	15.30	-	243.68	284.32	46.2%
400110 P-ROLL BEN/Professional Dev-Mg	6,750.00	6,750.00	-	-	-	-	-	-	-	-	-	-	-	-	-	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	143.10	-	1,588.41	727.59	68.6%
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	281.43	281.43	281.43	281.43	281.43	-	3,335.57	827.43	80.1%
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	462.00	-	6,952.28	5,389.72	56.3%
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	456.00	-	4,440.38	1,031.62	81.1%
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	-	0.0%
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	1,119.84	-	9,041.89	836.11	91.5%
400122 P-ROLL BEN/Worker Comp-Prof	58,021.00	58,021.00	3,330.60	3,603.05	4,033.36	4,033.36	4,033.36	4,033.36	4,112.24	4,068.48	4,112.24	4,225.74	4,156.00	4,156.00	-	47,761.65	10,259.35	82.3%
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	3,578.47	3,658.74	3,609.42	-	40,275.78	8,818.22	82.0%
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	39.09	46.98	37.18	39.90	-	398.24	(304.24)	423.7%
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	11,555.58	-	128,985.87	28,315.13	82.0%
400151 P-ROLL BEN/PERS-Misc (UAL)	327,048.00	327,048.00	20,862.27	23,180.30	20,862.27	20,862.27	20,862.27	20,862.27	20,862.27	20,862.27	23,180.30	23,180.30	23,180.30	23,180.30	-	252,843.77	74,204.23	77.3%
<b>TOTAL FRINGE BENEFITS</b>	<b>843,017.00</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>55,595.17</b>	<b>57,034.58</b>	<b>56,815.52</b>	<b>56,666.78</b>	<b>61,857.78</b>	<b>65,071.29</b>	<b>64,183.99</b>	<b>56,603.59</b>	<b>-</b>	<b>694,301.47</b>	<b>148,715.53</b>	<b>82.4%</b>
400201 PROF SVCS/Professional Svcs	18,350.00	21,350.00	217.00	567.29	217.00	755.79	715.21	852.74	1,745.36	1,475.21	945.36	918.09	1,222.24	828.21	-	7,810.50	10,490.50	85.6%
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	10,416.00	-	104,240.00	183,236.00	92.3%
400220 PROF SVCS/Info Tech Ser	-	2,205.00	-	-	-	-	-	-	-	-	-	-	-	-	-	2,205.00	-	100.0%
400245 TRAVEL & TRNG/Tuition Rmb/Cer	800.00	800.00	-	-	-	-	-	-	-	-	-	-	-	-	-	800.00	-	0.0%
400261 DUES & PUB/Memberships & Dues	1,650.00	1,650.00	-	-	-	-	-	153.82	1,042.88	-	-	-	-	239.88	-	1,436.58	213.42	87.1%
400271 AD & PROMO/Advertising&Promo	5,675.00	5,675.00	-	-	96.00	96.00	649.00	192.00	3,087.35	-	-	-	-	-	-	3,928.35	1,746.65	69.2%
400280 ADM EXP/Program Supplies	3,950.00	3,950.00	-	-	89.00	89.00	-	-	96.00	-	276.00	96.00	-	-	-	1,126.00	2,824.00	28.5%
<b>TOTAL PROF &amp; ADMIN SERVICES</b>	<b>240,425.00</b>	<b>245,630.00</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>17,768.56</b>	<b>22,637.59</b>	<b>24,487.21</b>	<b>24,817.36</b>	<b>17,680.09</b>	<b>18,224.12</b>	<b>13,449.21</b>	<b>18,234.50</b>	<b>202,481.43</b>	<b>24,914.07</b>	<b>89.9%</b>
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	3,288.98	388.75	268.13	241.11	249.87	-	14,981.10	7,666.84	66.3%
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	373.3											

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