

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: August 17, 2022

Final Decision Date Deadline: August 17, 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 2022-23 Monthly Revenue and Expenditure Report through July 2022 – 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 2022-23

ITEM F-3

Period 1

July

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	MTD ACTUAL	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
340445 Rental Housing Fees	(3,062,687.00)	(3,062,687.00)	(28,326.50)	-	(28,326.50)	(3,034,360.50)	0.9%
TOTAL LICENSES, PRMITS&FEES	(3,062,687.00)	(3,062,687.00)	(28,326.50)	-	(28,326.50)	(3,034,360.50)	0.9%
361701 Interest	(14,000.00)	(14,000.00)	-	-	-	(14,000.00)	0.0%
361705 Realized Gain	-	-	-	-	-	-	100.0%
TOTAL INTEREST INCOME	(14,000.00)	(14,000.00)	-	-	-	(14,000.00)	0.0%
364855 OTHER REV/Misc Other Re	-	-	-	-	-	-	100.0%
364867 Revenue from Collections Agency	(30,000.00)	(30,000.00)	-	-	-	(30,000.00)	0.0%
337373 Other Grants	-	-	-	-	-	-	100.0%
TOTAL OTHER REVENUE	(30,000.00)	(30,000.00)	-	-	-	(30,000.00)	0.0%
TOTAL REVENUE	(3,106,687.00)	(3,106,687.00)	(28,326.50)	-	(28,326.50)	(3,078,360.50)	0.9%
400001 SALARIES & WAGES/Executive	719,901.00	719,901.00	58,309.76	-	58,309.76	661,591.24	8.1%
400002 SALARIES & WAGES/Mgmt-Local 21	313,701.00	313,701.00	13,345.14	-	13,345.14	300,355.86	4.3%
400003 SALARIES & WAGES/Local 1021	200,427.00	200,427.00	16,347.30	-	16,347.30	184,079.70	8.2%
400006 SALARIES & WAGES/PT- Temp	-	-	2,751.83	-	2,751.83	(2,751.83)	100.0%
400031 OVERTIME/General	-	-	682.14	-	682.14	(682.14)	100.0%
400048 OTHER PAY/Bilingual Pay	8,342.00	8,342.00	350.00	-	350.00	7,992.00	4.2%
400049 OTHER PAY/Auto Allowance	4,200.00	4,200.00	-	-	-	4,200.00	0.0%
400050 OTHER PAY/Medical- in Lieu of	-	-	-	-	-	-	100.0%
400058 OTHER PAY/Bonuses	-	-	-	-	-	-	100.0%
TOTAL SALARIES AND WAGES	1,246,571.00	1,246,571.00	91,786.17	-	91,786.17	1,154,784.83	7.4%
400103 P-ROLL BEN/Medicare Tax-ER Shr	18,207.00	18,207.00	1,345.70	-	1,345.70	16,861.30	7.4%
400105 P-ROLL BEN/Health Insurance Be	232,291.00	232,291.00	16,449.48	-	16,449.48	215,841.52	7.1%
400106 P-ROLL BEN/Dental Insurance	17,520.00	17,520.00	1,217.00	-	1,217.00	16,303.00	6.9%
400109 P-ROLL BEN/Employee Assistance	216.00	216.00	15.30	-	15.30	200.70	7.1%
400110 P-ROLL BEN/Professional Dev-Mg	6,750.00	6,750.00	750.00	-	750.00	6,000.00	11.1%
400111 P-ROLL BEN/Vision	2,052.00	2,052.00	143.10	-	143.10	1,908.90	7.0%
400112 P-ROLL BEN/Life Insurance	4,139.00	4,139.00	281.43	-	281.43	3,857.57	6.8%
400114 P-ROLL BEN/Long Term Disabilit	12,342.00	12,342.00	462.00	-	462.00	11,880.00	3.7%
400116 P-ROLL BEN/Unemployment Ins	5,472.00	5,472.00	456.00	-	456.00	5,016.00	8.3%
400117 P-ROLL BEN/Personal/Prof Dev	2,250.00	2,250.00	-	-	-	2,250.00	0.0%
400121 P-ROLL BEN/Worker Comp-Clerica	17,697.00	17,697.00	1,234.78	-	1,234.78	16,462.22	7.0%
400122 P-ROLL BEN/Worker Comp-Prof	70,286.00	70,286.00	4,872.54	-	4,872.54	65,413.46	6.9%
400127 P-ROLL BEN/OPEB	40,723.00	40,723.00	2,904.06	-	2,904.06	37,818.94	7.1%
400130 P-ROLL BEN/PARS Benefits	-	-	35.78	-	35.78	(35.78)	100.0%
400149 P-ROLL BEN/PERS-Misc	156,287.00	156,287.00	11,156.46	-	11,156.46	145,130.54	7.1%
400151 P-ROLL BEN/PERS-Misc (UAL)	286,056.00	286,056.00	19,865.10	-	19,865.10	266,190.90	6.9%
TOTAL FRINGE BENEFITS	872,288.00	872,288.00	61,188.73	-	61,188.73	811,099.27	7.0%
400201 PROF SVCS/Professional Svcs	143,455.00	143,455.00	-	3,550.00	-	139,905.00	2.5%
400206 PROF SVCS/Legal Serv Cost	210,000.00	210,000.00	12,500.00	125,000.00	12,500.00	72,500.00	65.5%
400220 PROF SVCS/Info Tech Ser	-	-	-	-	-	-	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	-	-	-	1,650.00	0.0%
400271 AD & PROMO/Advertising&Promo	800.00	800.00	-	-	-	800.00	0.0%
400280 ADM EXP/Program Supplies	5,380.00	5,380.00	-	-	-	5,380.00	0.0%
TOTAL PROF & ADMIN SERVICES	362,085.00	362,085.00	12,500.00	128,550.00	12,500.00	221,035.00	39.0%
400231 OFF EXP/Postage & Mailing	17,300.00	17,300.00	137.37	-	137.37	17,162.63	0.8%
400232 OFF EXP/Printing & Binding	24,404.00	24,404.00	-	-	-	24,404.00	0.0%
400233 OFF EXP/Copying & Duplicating	500.00	500.00	-	-	-	500.00	0.0%
400304 RENTAL EXP/Equipment Rental	9,000.00	9,000.00	-	5,300.24	-	3,699.76	58.9%
400321 MISC EXP/Misc Contrib	2,000.00	2,000.00	-	-	-	2,000.00	0.0%
400322 MISC EXP/Misc Exp	2,000.00	2,000.00	-	-	-	2,000.00	0.0%
400341 OFF SUPP/Office Supplies	5,000.00	5,000.00	-	-	-	5,000.00	0.0%
TOTAL OTHER OPERATING	60,204.00	60,204.00	137.37	5,300.24	137.37	54,766.39	9.0%
400401 UTILITIES/Tel & Telegraph	500.00	500.00	-	-	-	500.00	0.0%
TOTAL UTILITIES	500.00	500.00	-	-	-	500.00	0.0%
400538 CONTRACT SVCS/Oth Cntrc	-	-	-	-	-	-	100.0%
400552 PROV FR INS LOSS/Ins Gen Liab	9,300.00	9,300.00	-	-	-	9,300.00	0.0%
TOTAL PROVISION FOR INS LOSS	9,300.00	9,300.00	-	-	-	9,300.00	0.0%
400574 COST POOL/(ISF)-Gen Liability	83,934.00	83,934.00	-	-	-	83,934.00	0.0%
400586 COST POOL/(CAP)- Admin Charges	52,481.00	52,481.00	-	-	-	52,481.00	0.0%
400591 COST POOL/(IND)Civic Ctr Alloc	48,217.00	48,217.00	-	-	-	48,217.00	0.0%
TOTAL COST POOL	184,632.00	184,632.00	-	-	-	184,632.00	0.0%
TOTAL EXPENDITURES	2,735,580.00	2,735,580.00	165,612.27	133,850.24	165,612.27	2,436,117.49	10.9%
NET OPERATING (SURPLUS)/DEFICIT	(371,107.00)	(371,107.00)	137,285.77	133,850.24	137,285.77	(642,243.01)	-73.1%
CASH BALANCE			1,190,972.61				

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