

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: September 21, 2022

Final Decision Date Deadline: September 21, 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 August 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 2022-23**

**ITEM F-4**

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	Period 1	Period 2	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August				
340445 Rental Housing Fees	(3,062,687.00)	(3,062,687.00)	(28,326.50)	(766,007.22)	-	(794,333.72)	(2,268,353.28)	25.9%
<b>TOTAL LICENSES, PRMITS&amp;FEES</b>	<b>(3,062,687.00)</b>	<b>(3,062,687.00)</b>	<b>(28,326.50)</b>	<b>(766,007.22)</b>	-	<b>(794,333.72)</b>	<b>(2,268,353.28)</b>	<b>25.9%</b>
361701 Interest	(14,000.00)	(14,000.00)	-	-	-	-	(14,000.00)	0.0%
361705 Realized Gain	-	-	-	-	-	-	-	100.0%
<b>TOTAL INTEREST INCOME</b>	<b>(14,000.00)</b>	<b>(14,000.00)</b>	-	-	-	-	<b>(14,000.00)</b>	<b>0.0%</b>
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	-	-	-	(10,000.00)	-	(10,000.00)	10,000.00	100.0%
<b>TOTAL OTHER REVENUE</b>	<b>(30,000.00)</b>	<b>(30,000.00)</b>	-	<b>(10,000.00)</b>	-	<b>(10,000.00)</b>	<b>(30,000.00)</b>	<b>33.3%</b>
<b>TOTAL REVENUE</b>	<b>(3,106,687.00)</b>	<b>(3,106,687.00)</b>	<b>(28,326.50)</b>	<b>(776,007.22)</b>	-	<b>(804,333.72)</b>	<b>(2,302,353.28)</b>	<b>25.9%</b>
400001 SALARIES & WAGES/Executive	719,901.00	719,901.00	58,309.76	58,309.76	-	116,619.52	603,281.48	16.2%
400002 SALARIES & WAGES/Mgmt-Local 21	313,701.00	313,701.00	13,345.14	25,351.72	-	38,696.86	275,004.14	12.3%
400003 SALARIES & WAGES/Local 1021	200,427.00	200,427.00	16,347.30	16,347.30	-	32,694.60	167,732.40	16.3%
400006 SALARIES & WAGES/PT- Temp	-	-	2,751.83	519.90	-	3,271.73	(3,271.73)	100.0%
400031 OVERTIME/General	-	-	682.14	75.69	-	757.83	(757.83)	100.0%
400048 OTHER PAY/Bilingual Pay	8,342.00	8,342.00	350.00	682.14	-	1,032.14	7,309.86	12.4%
400049 OTHER PAY/Auto Allowance	4,200.00	4,200.00	-	350.00	-	350.00	3,850.00	8.3%
400050 OTHER PAY/Medical- in Lieu of	-	-	-	-	-	-	-	100.0%
400058 OTHER PAY/Bonuses	-	-	-	-	-	-	-	100.0%
<b>TOTAL SALARIES AND WAGES</b>	<b>1,246,571.00</b>	<b>1,246,571.00</b>	<b>91,786.17</b>	<b>101,636.51</b>	-	<b>193,422.68</b>	<b>1,053,148.32</b>	<b>15.5%</b>
400103 P-ROLL BEN/Medicare Tax-ER Shr	18,207.00	18,207.00	1,345.70	1,477.98	-	2,823.68	15,383.32	15.5%
400105 P-ROLL BEN/Health Insurance Be	232,291.00	232,291.00	16,449.48	19,545.08	-	35,994.56	196,296.44	15.5%
400106 P-ROLL BEN/Dental Insurance	17,520.00	17,520.00	1,217.00	1,460.40	-	2,677.40	14,842.60	15.3%
400109 P-ROLL BEN/Employee Assistance	216.00	216.00	15.30	18.36	-	33.66	182.34	15.6%
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	171.72	-	314.82	1,737.18	15.3%
400112 P-ROLL BEN/Life Insurance	4,139.00	4,139.00	281.43	327.53	-	608.96	3,530.04	14.7%
400114 P-ROLL BEN/Long Term Disabilit	12,342.00	12,342.00	462.00	525.04	-	987.04	11,354.96	8.0%
400116 P-ROLL BEN/Unemployment Ins	5,472.00	5,472.00	456.00	494.00	-	950.00	4,522.00	17.4%
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	1,190.12	-	2,424.90	15,272.10	13.7%
400122 P-ROLL BEN/Worker Comp-Prof	70,286.00	70,286.00	4,872.54	5,688.98	-	10,561.52	59,724.48	15.0%
400127 P-ROLL BEN/OPEB	40,723.00	40,723.00	2,904.06	3,300.28	-	6,204.34	34,518.66	15.2%
400130 P-ROLL BEN/PARS Benefits	-	-	35.78	6.76	-	42.54	(42.54)	100.0%
400149 P-ROLL BEN/PERS-Misc	156,287.00	156,287.00	11,156.46	12,666.88	-	23,823.34	132,463.66	15.2%
400151 P-ROLL BEN/PERS-Misc (UAL)	286,056.00	286,056.00	19,865.10	23,838.12	-	43,703.22	242,352.78	15.3%
<b>TOTAL FRINGE BENEFITS</b>	<b>872,288.00</b>	<b>872,288.00</b>	<b>61,188.73</b>	<b>70,711.25</b>	-	<b>131,899.98</b>	<b>740,388.02</b>	<b>15.1%</b>
400201 PROF SVCS/Professional Svcs	143,455.00	143,455.00	-	260.16	17,289.84	260.16	125,905.00	12.2%
400206 PROF SVCS/Legal Serv Cost	210,000.00	210,000.00	12,500.00	10,416.00	114,584.00	22,916.00	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	-	96.01	-	96.01	5,283.99	1.8%
<b>TOTAL PROF &amp; ADMIN SERVICES</b>	<b>362,085.00</b>	<b>362,085.00</b>	<b>12,500.00</b>	<b>10,772.17</b>	<b>131,873.84</b>	<b>23,272.17</b>	<b>206,938.99</b>	<b>42.8%</b>
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	-	460.95	-	460.95	4,539.05	9.2%
<b>TOTAL OTHER OPERATING</b>	<b>60,204.00</b>	<b>59,904.00</b>	<b>137.37</b>	<b>460.95</b>	<b>5,300.24</b>	<b>598.32</b>	<b>54,005.44</b>	<b>9.8%</b>
400401 UTILITIES/Tel & Telegraph	500.00	500.00	-	-	-	-	500.00	0.0%
<b>TOTAL UTILITIES</b>	<b>500.00</b>	<b>500.00</b>	-	-	-	-	<b>500.00</b>	<b>0.0%</b>
400538 CONTRACT SVCS/Oth Cntrc	-	300.00	-	-	265.00	-	35.00	88.3%
400552 PROV FR INS LOSS/Ins Gen Liab	9,300.00	9,300.00	-	-	-	-	9,300.00	0.0%
<b>TOTAL PROVISION FOR INS LOSS</b>	<b>9,300.00</b>	<b>9,300.00</b>	-	-	-	-	<b>9,335.00</b>	<b>0.0%</b>
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%
<b>TOTAL COST POOL</b>	<b>184,632.00</b>	<b>184,632.00</b>	-	-	-	-	<b>184,632.00</b>	<b>0.0%</b>
<b>TOTAL EXPENDITURES</b>	<b>2,735,580.00</b>	<b>2,735,580.00</b>	<b>165,612.27</b>	<b>183,580.88</b>	<b>137,439.08</b>	<b>349,193.15</b>	<b>2,248,947.77</b>	<b>17.8%</b>
<b>NET OPERATING (SURPLUS)/DEFICIT</b>	<b>(371,107.00)</b>	<b>(371,107.00)</b>	<b>137,285.77</b>	<b>(592,426.34)</b>	<b>137,439.08</b>	<b>(455,140.57)</b>	<b>(53,405.51)</b>	<b>85.6%</b>
<b>CASH BALANCE</b>			<b>1,190,972.61</b>	<b>1,777,746.74</b>				

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