

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: October 19, 2022

Final Decision Date Deadline: October 19, 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 September 2022 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

F-3.

This page intentionally left blank

RICHMOND RENT PROGRAM
MONTHLY REVENUE AND EXPENDITURES REPORT
FISCAL YEAR 2022-23

ITEM F-3

| OBJECT | ORIGINAL BUDGET | ADOPTED BUDGET | Period 1 | Period 2 | Period 3 | ENCUMBRANCES | YTD TOTAL | AVAILABLE BUDGET | % USED |
|---|-----------------------|-----------------------|---------------------|---------------------|---------------------|-------------------|-----------------------|-----------------------|---------------|
| | | | July | August | September | | | | |
| 340445 Rental Housing Fees | (3,062,687.00) | (3,062,687.00) | (28,326.50) | (766,007.22) | (768,831.20) | - | (1,563,164.92) | (1,499,522.08) | 51.0% |
| TOTAL LICENSES, PRMITS&FEES | (3,062,687.00) | (3,062,687.00) | (28,326.50) | (766,007.22) | (768,831.20) | - | (1,563,164.92) | (1,499,522.08) | 51.0% |
| 361701 Interest | (14,000.00) | (14,000.00) | - | - | - | - | - | (14,000.00) | 0.0% |
| 361705 Realized Gain | - | - | - | - | - | - | - | - | 100.0% |
| TOTAL INTEREST & REALIZED 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) | - | - | (7,454.91) | - | (7,454.91) | (22,545.09) | 24.8% |
| 337373 Other Grants | - | - | - | (10,000.00) | - | - | (10,000.00) | 10,000.00 | 100.0% |
| TOTAL OTHER REVENUE | (30,000.00) | (30,000.00) | - | (10,000.00) | (7,454.91) | - | (17,454.91) | (22,545.09) | 58.2% |
| TOTAL REVENUE | (3,106,687.00) | (3,106,687.00) | (28,326.50) | (776,007.22) | (776,286.11) | - | (1,580,619.83) | (1,526,067.17) | 50.9% |
| 400001 SALARIES & WAGES/Executive | 719,901.00 | 719,901.00 | 58,309.76 | 58,309.76 | 58,309.76 | - | 174,929.28 | 544,971.72 | 24.3% |
| 400002 SALARIES & WAGES/Mgmt-Local 21 | 313,701.00 | 313,701.00 | 13,345.14 | 25,351.72 | 25,351.72 | - | 64,048.58 | 249,652.42 | 20.4% |
| 400003 SALARIES & WAGES/Local 1021 | 200,427.00 | 200,427.00 | 16,347.30 | 16,347.30 | 16,347.30 | - | 49,041.90 | 151,385.10 | 24.5% |
| 400006 SALARIES & WAGES/PT- Temp | - | - | 2,751.83 | 519.90 | 1,600.90 | - | 4,872.63 | (4,872.63) | 100.0% |
| 400031 OVERTIME/General | - | - | - | 75.69 | 62.12 | - | 137.81 | (137.81) | 100.0% |
| 400048 OTHER PAY/Bilingual Pay | 8,342.00 | 8,342.00 | 682.14 | 682.14 | 782.14 | - | 2,146.42 | 6,195.58 | 25.7% |
| 400049 OTHER PAY/Auto Allowance | 4,200.00 | 4,200.00 | 350.00 | 350.00 | - | - | 1,050.00 | 3,150.00 | 25.0% |
| 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 | 101,636.51 | 102,803.94 | - | 296,226.62 | 950,344.38 | 23.8% |
| 400103 P-ROLL BEN/Medicare Tax-ER Shr | 18,207.00 | 18,207.00 | 1,345.70 | 1,477.98 | 1,498.54 | - | 4,322.22 | 13,884.78 | 23.7% |
| 400105 P-ROLL BEN/Health Insurance Be | 232,291.00 | 232,291.00 | 16,449.48 | 19,545.08 | 19,545.08 | - | 55,539.64 | 176,751.36 | 23.9% |
| 400106 P-ROLL BEN/Dental Insurance | 17,520.00 | 17,520.00 | 1,217.00 | 1,460.40 | 1,460.40 | - | 4,137.80 | 13,382.20 | 23.6% |
| 400109 P-ROLL BEN/Employee Assistance | 216.00 | 216.00 | 15.30 | 18.36 | 18.36 | - | 52.02 | 163.98 | 24.1% |
| 400110 P-ROLL BEN/Professional Dev-Mg | 6,750.00 | 6,750.00 | 750.00 | - | 250.00 | - | 1,000.00 | 5,750.00 | 14.8% |
| 400111 P-ROLL BEN/Vision | 2,052.00 | 2,052.00 | 143.10 | 171.72 | 171.72 | - | 486.54 | 1,565.46 | 23.7% |
| 400112 P-ROLL BEN/Life Insurance | 4,139.00 | 4,139.00 | 281.43 | 327.53 | 327.53 | - | 936.49 | 3,202.51 | 22.6% |
| 400114 P-ROLL BEN/Long Term Disabilit | 12,342.00 | 12,342.00 | 462.00 | 525.04 | 526.09 | - | 1,513.13 | 10,828.87 | 12.3% |
| 400116 P-ROLL BEN/Unemployment Ins | 5,472.00 | 5,472.00 | 456.00 | 494.00 | 494.00 | - | 1,444.00 | 4,028.00 | 26.4% |
| 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 | 1,133.16 | - | 3,558.06 | 14,138.94 | 20.1% |
| 400122 P-ROLL BEN/Worker Comp-Prof | 70,286.00 | 70,286.00 | 4,872.54 | 5,688.98 | 5,688.98 | - | 16,250.50 | 54,035.50 | 23.1% |
| 400127 P-ROLL BEN/OPEB | 40,723.00 | 40,723.00 | 2,904.06 | 3,300.28 | 3,300.28 | - | 9,504.62 | 31,218.38 | 23.3% |
| 400130 P-ROLL BEN/PARS Benefits | - | - | 35.78 | 6.76 | 20.97 | - | 63.51 | (63.51) | 100.0% |
| 400149 P-ROLL BEN/PERS-Misc | 156,287.00 | 156,287.00 | 11,156.46 | 12,666.88 | 12,679.46 | - | 36,502.80 | 119,784.20 | 23.4% |
| 400151 P-ROLL BEN/PERS-Misc (UAL) | 286,056.00 | 286,056.00 | 19,865.10 | 23,838.12 | 23,838.12 | - | 67,541.34 | 218,514.66 | 23.6% |
| TOTAL FRINGE BENEFITS | 872,288.00 | 872,288.00 | 61,188.73 | 70,711.25 | 70,952.69 | - | 202,852.67 | 669,435.33 | 23.3% |
| 400201 PROF SVCS/Professional Svcs | 143,455.00 | 146,455.00 | - | 260.16 | 813.00 | 19,476.84 | 1,073.16 | 125,905.00 | 14.0% |
| 400206 PROF SVCS/Legal Serv Cost | 210,000.00 | 210,000.00 | 12,500.00 | 10,416.00 | (2,084.00) | 166,668.00 | 20,832.00 | 22,500.00 | 89.3% |
| 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 | 98.03 | - | 194.04 | 5,185.96 | 3.6% |
| TOTAL PROF & ADMIN SERVICES | 362,085.00 | 365,085.00 | 12,500.00 | 10,772.17 | (1,172.97) | 186,144.84 | 22,099.20 | 156,840.96 | 57.0% |
| 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 | 24,104.00 | - | - | - | - | - | 24,104.00 | 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 | - | - | 186.58 | 5,113.66 | 186.58 | 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 | (316.61) | - | 144.34 | 4,855.66 | 2.9% |
| TOTAL OTHER OPERATING | 60,204.00 | 59,904.00 | 137.37 | 460.95 | (130.03) | 5,113.66 | 468.29 | 54,322.05 | 9.3% |
| 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 | - | 300.00 | - | - | - | 265.00 | - | 35.00 | 88.3% |
| 400552 PROV FR INS LOSS/Ins Gen Liab | 9,300.00 | 9,300.00 | - | - | 8,077.00 | 8.00 | 8,077.00 | 1,215.00 | 86.9% |
| TOTAL PROVISION FOR INS LOSS | 9,300.00 | 9,300.00 | - | - | 8,077.00 | 8.00 | 8,077.00 | 1,250.00 | 86.9% |
| 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 | 2,738,580.00 | 165,612.27 | 183,580.88 | 180,530.63 | 191,531.50 | 529,723.78 | 2,017,324.72 | 26.3% |
| NET OPERATING (SURPLUS)/DEFICIT | (371,107.00) | (368,107.00) | 137,285.77 | (592,426.34) | (595,755.48) | 191,531.50 | (1,050,896.05) | 491,257.55 | 233.5% |
| CASH BALANCE | | | 1,190,972.61 | 1,777,746.74 | 2,351,909.32 | | | | |

This page intentionally left blank