

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: December 21, 2022

Final Decision Date Deadline: December 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

- | | | | | |
|---|---|--|--|---|
| ☐ City Council | ☐ Redevelopment Agency | ☐ Housing Authority | ☐ Surplus Property Authority | ☐ Joint Powers Financing Authority |
| ☐ Finance Standing Committee | ☐ Public Safety Public Services Standing Committee | ☐ Local Reuse Authority | ☒ Other: <u>Rent Board</u> | |

ITEM

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| ☐ Presentation/Proclamation/Commendation (3-Minute Time Limit) | | |
| ☐ Public Hearing | ☐ Regulation | ☒ Other: <u>Consent Calendar</u> |
| ☐ Contract/Agreement | ☐ Rent Board As Whole | |
| ☐ Grant Application/Acceptance | ☐ Claims Filed Against City of Richmond | |
| ☐ Resolution | ☐ Video/PowerPoint Presentation (contact KCRT @ 620.6759) | |

RECOMMENDED ACTION: RECEIVE the Rent Program FY 2022-23 Monthly Revenue and Expenditure Report through October 2022 – Rent Program (Fred Tran 620-6537). ***This item was continued from the November 16, 2022, meeting.***

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	Period 3	Period 4	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August	September	October				
340445 Rental Housing Fees	(3,062,687.00)	(3,062,687.00)	(28,326.50)	(766,007.22)	(768,831.20)	(288,653.83)	-	(1,851,818.75)	(1,210,868.25)	60.5%
TOTAL LICENSES, PRMITS&FEES	(3,062,687.00)	(3,062,687.00)	(28,326.50)	(766,007.22)	(768,831.20)	(288,653.83)	-	(1,851,818.75)	(1,210,868.25)	60.5%
361701 Interest	(14,000.00)	(14,000.00)	-	-	-	(5,706.79)	-	(5,706.79)	(8,293.21)	40.8%
361705 Realized Gain	-	-	-	-	-	1,446.34	-	1,446.34	(1,446.34)	100.0%
TOTAL INTEREST & REALIZED INCOME	(14,000.00)	(14,000.00)	-	-	-	(4,260.45)	-	(4,260.45)	(9,739.55)	30.4%
364855 OTHER REV/Misc Other Re	-	-	-	-	-	-	-	-	-	100.0%
364867 Revenue from Collections Agency	(30,000.00)	(30,000.00)	-	-	(7,454.91)	(2,545.60)	-	(10,000.51)	(19,999.49)	33.3%
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)	(2,545.60)	-	(20,000.51)	(19,999.49)	66.7%
TOTAL REVENUE	(3,106,687.00)	(3,106,687.00)	(28,326.50)	(776,007.22)	(776,286.11)	(295,459.88)	-	(1,876,079.71)	(1,230,607.29)	60.4%
400001 SALARIES & WAGES/Executive	719,901.00	719,901.00	58,309.76	58,309.76	58,309.76	58,309.76	-	233,239.04	486,661.96	32.4%
400002 SALARIES & WAGES/Mgmt-Local 21	313,701.00	313,701.00	13,345.14	25,351.72	25,351.72	25,351.72	-	89,400.30	224,300.70	28.5%
400003 SALARIES & WAGES/Local 1021	200,427.00	200,427.00	16,347.30	16,347.30	16,347.30	16,347.30	-	65,389.20	135,037.80	32.6%
400006 SALARIES & WAGES/PT- Temp	-	-	2,751.83	519.90	1,600.90	1,445.49	-	6,318.12	(6,318.12)	100.0%
400031 OVERTIME/General	-	-	-	75.69	62.12	50.46	-	188.27	(188.27)	100.0%
400048 OTHER PAY/Bilingual Pay	8,342.00	8,342.00	682.14	682.14	782.14	882.14	-	3,028.56	5,313.44	36.3%
400049 OTHER PAY/Auto Allowance	4,200.00	4,200.00	350.00	350.00	350.00	350.00	-	1,400.00	2,800.00	33.3%
TOTAL SALARIES AND WAGES	1,246,571.00	1,246,571.00	91,786.17	101,636.51	102,803.94	102,736.87	-	398,963.49	847,607.51	32.0%
400103 P-ROLL BEN/Medicare Tax-ER Shr	18,207.00	18,207.00	1,345.70	1,477.98	1,498.54	1,493.94	-	5,816.16	12,390.84	31.9%
400105 P-ROLL BEN/Health Insurance Be	232,291.00	232,291.00	16,449.48	19,545.08	19,545.08	19,545.08	-	75,084.72	157,206.28	32.3%
400106 P-ROLL BEN/Dental Insurance	17,520.00	17,520.00	1,217.00	1,460.40	1,460.40	1,387.32	-	5,525.12	11,994.88	31.5%
400109 P-ROLL BEN/Employee Assistance	216.00	216.00	15.30	18.36	18.36	18.36	-	70.38	145.62	32.6%
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	166.44	-	652.98	1,399.02	31.8%
400112 P-ROLL BEN/Life Insurance	4,139.00	4,139.00	281.43	327.53	327.53	327.53	-	1,264.02	2,874.98	30.5%
400114 P-ROLL BEN/Long Term Disabilit	12,342.00	12,342.00	462.00	525.04	526.09	526.09	-	2,039.22	10,302.78	16.5%
400116 P-ROLL BEN/Unemployment Ins	5,472.00	5,472.00	456.00	494.00	494.00	494.00	-	1,938.00	3,534.00	35.4%
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	1,065.91	-	4,623.97	13,073.03	26.1%
400122 P-ROLL BEN/Worker Comp-Prof	70,286.00	70,286.00	4,872.54	5,688.98	5,688.98	5,688.98	-	21,939.48	48,346.52	31.2%
400127 P-ROLL BEN/OPEB	40,723.00	40,723.00	2,904.06	3,300.28	3,300.28	3,300.28	-	12,804.90	27,918.10	31.4%
400130 P-ROLL BEN/PARS Benefits	-	-	35.78	6.76	20.97	18.79	-	82.30	(82.30)	100.0%
400149 P-ROLL BEN/PERS-Misc	156,287.00	156,287.00	11,156.46	12,666.88	12,679.46	12,692.04	-	49,194.84	107,092.16	31.5%
400151 P-ROLL BEN/PERS-Misc (UAL)	286,056.00	286,056.00	19,865.10	23,838.12	23,838.12	23,838.12	-	91,379.46	194,676.54	31.9%
TOTAL FRINGE BENEFITS	872,288.00	872,288.00	61,188.73	70,711.25	70,952.69	70,562.88	-	273,415.55	598,872.45	31.3%
400201 PROF SVCS/Professional Svcs	143,455.00	146,455.00	-	260.16	813.00	732.57	18,744.27	1,805.73	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)	10,416.00	156,252.00	31,248.00	22,500.00	89.3%
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	-	-	-	649.00	-	649.00	151.00	81.1%
400280 ADM EXP/Program Supplies	5,380.00	5,380.00	-	96.01	98.03	543.98	-	738.02	4,641.98	13.7%
TOTAL PROF & ADMIN SERVICES	362,085.00	365,085.00	12,500.00	10,772.17	(1,172.97)	12,341.55	174,996.27	34,440.75	155,647.98	57.4%
400231 OFF EXP/Postage & Mailing	17,300.00	17,300.00	137.37	-	-	3,272.45	-	3,409.82	13,890.18	19.7%
400232 OFF EXP/Printing & Binding	24,404.00	24,104.00	-	-	-	1,352.24	-	1,352.24	22,751.76	5.6%
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	594.66	4,519.00	781.24	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	(316.61)	359.09	-	503.43	4,496.57	10.1%
TOTAL OTHER OPERATING	60,204.00	59,904.00	137.37	460.95	(130.03)	5,578.44	4,519.00	6,046.73	49,338.27	17.6%
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	-	-	-	28.11	236.89	28.11	35.00	88.3%

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FISCAL YEAR 2022-23

ITEM F-4

				Period 1	Period 2	Period 3	Period 4						
				July	August	September	October						
OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED			
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	1,215.00	86.9%		
400574	COST POOL/(ISF)-Gen Liability	83,934.00	83,934.00	-	-	-	27,974.00	-	27,974.00	55,960.00	33.3%		
400586	COST POOL/(CAP)- Admin Charges	52,481.00	52,481.00	-	-	-	17,492.00	-	17,492.00	34,989.00	33.3%		
400591	COST POOL/(IND)Civic Ctr Alloc	48,217.00	48,217.00	-	-	-	16,073.00	-	16,073.00	32,144.00	33.3%		
	TOTAL COST POOL	184,632.00	184,632.00	-	-	-	61,539.00	-	61,539.00	123,093.00	33.3%		
TOTAL EXPENDITURES				2,735,580.00	2,738,580.00	165,612.27	183,580.88	180,530.63	252,786.85	179,760.16	782,510.63	1,776,309.21	35.1%
NET OPERATING (SURPLUS)/DEFICIT				(371,107.00)	(368,107.00)	137,285.77	(592,426.34)	(595,755.48)	(42,673.03)	179,760.16	(1,093,569.08)	545,701.92	248.2%
CASH BALANCE						1,190,972.61	1,777,746.74	2,351,909.32	2,394,736.07				