

# 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

- |   |   |  |  |   |
|---|---|--|--|---|
| <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 November 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 2022-23**

**ITEM F-5**

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	Period 1	Period 2	Period 3	Period 4	Period 5	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August	September	October	November				
340445 Rental Housing Fees	(3,062,687.00)	(3,062,687.00)	(28,326.50)	(766,007.22)	(768,831.20)	(288,653.83)	(180,530.95)	-	(2,032,349.70)	(1,030,337.30)	66.4%
<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>(768,831.20)</b>	<b>(288,653.83)</b>	<b>(180,530.95)</b>	-	<b>(2,032,349.70)</b>	<b>(1,030,337.30)</b>	<b>66.4%</b>
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%
<b>TOTAL INTEREST &amp; REALIZED INCOME</b>	<b>(14,000.00)</b>	<b>(14,000.00)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(4,260.45)</b>	<b>-</b>	<b>-</b>	<b>(4,260.45)</b>	<b>(9,739.55)</b>	<b>30.4%</b>
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%
<b>TOTAL OTHER REVENUE</b>	<b>(30,000.00)</b>	<b>(30,000.00)</b>	<b>-</b>	<b>(10,000.00)</b>	<b>(7,454.91)</b>	<b>(2,545.60)</b>	<b>-</b>	<b>-</b>	<b>(20,000.51)</b>	<b>(19,999.49)</b>	<b>66.7%</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>(776,286.11)</b>	<b>(295,459.88)</b>	<b>(180,530.95)</b>	<b>-</b>	<b>(2,056,610.66)</b>	<b>(1,050,076.34)</b>	<b>66.2%</b>
400001 SALARIES & WAGES/Executive	719,901.00	719,901.00	58,309.76	58,309.76	58,309.76	58,309.76	58,309.76	-	291,548.80	428,352.20	40.5%
400002 SALARIES & WAGES/Mgmt-Local 21	313,701.00	313,701.00	13,345.14	25,351.72	25,351.72	25,351.72	25,351.72	-	114,752.02	198,948.98	36.6%
400003 SALARIES & WAGES/Local 1021	200,427.00	200,427.00	16,347.30	16,347.30	16,347.30	16,347.30	16,347.30	-	81,736.50	118,690.50	40.8%
400006 SALARIES & WAGES/PT- Temp	-	-	2,751.83	519.90	1,600.90	1,445.49	1,391.08	-	7,709.20	(7,709.20)	100.0%
400031 OVERTIME/General	-	-	-	75.69	62.12	50.46	199.92	-	388.19	(388.19)	100.0%
400048 OTHER PAY/Bilingual Pay	8,342.00	8,342.00	682.14	682.14	782.14	882.14	882.14	-	3,910.70	4,431.30	46.9%
400049 OTHER PAY/Auto Allowance	4,200.00	4,200.00	350.00	350.00	350.00	350.00	350.00	-	1,750.00	2,450.00	41.7%
<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>102,803.94</b>	<b>102,736.87</b>	<b>102,831.92</b>	<b>-</b>	<b>501,795.41</b>	<b>744,775.59</b>	<b>40.3%</b>
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	1,495.32	-	7,311.48	10,895.52	40.2%
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	19,545.08	-	94,629.80	137,661.20	40.7%
400106 P-ROLL BEN/Dental Insurance	17,520.00	17,520.00	1,217.00	1,460.40	1,460.40	1,387.32	1,387.32	-	6,912.44	10,607.56	39.5%
400109 P-ROLL BEN/Employee Assistance	216.00	216.00	15.30	18.36	18.36	18.36	18.36	-	88.74	127.26	41.1%
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	166.44	166.44	-	819.42	1,232.58	39.9%
400112 P-ROLL BEN/Life Insurance	4,139.00	4,139.00	281.43	327.53	327.53	327.53	327.53	-	1,591.55	2,547.45	38.5%
400114 P-ROLL BEN/Long Term Disabilit	12,342.00	12,342.00	462.00	525.04	526.09	526.09	526.09	-	2,565.31	9,776.69	20.8%
400116 P-ROLL BEN/Unemployment Ins	5,472.00	5,472.00	456.00	494.00	494.00	494.00	494.00	-	2,432.00	3,040.00	44.4%
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	1,114.63	-	5,738.60	11,958.40	32.4%
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	5,688.98	-	27,628.46	42,657.54	39.3%
400127 P-ROLL BEN/OPEB	40,723.00	40,723.00	2,904.06	3,300.28	3,300.28	3,300.28	3,300.28	-	16,105.18	24,617.82	39.5%
400130 P-ROLL BEN/PARS Benefits	-	-	35.78	20.97	18.79	18.79	18.79	-	100.68	(100.68)	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	12,692.04	-	61,886.88	94,400.12	39.6%
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	23,838.12	-	115,217.58	170,838.42	40.3%
<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>70,952.69</b>	<b>70,562.88</b>	<b>70,612.57</b>	<b>-</b>	<b>344,028.12</b>	<b>528,259.88</b>	<b>39.4%</b>
400201 PROF SVCS/Professional Svcs	143,455.00	146,455.00	-	260.16	813.00	732.57	522.57	18,221.70	2,328.30	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	16,666.00	139,586.00	47,914.00	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%
<b>TOTAL PROF &amp; ADMIN SERVICES</b>	<b>362,085.00</b>	<b>365,085.00</b>	<b>12,500.00</b>	<b>10,772.17</b>	<b>(1,172.97)</b>	<b>12,341.55</b>	<b>17,188.57</b>	<b>157,807.70</b>	<b>51,629.32</b>	<b>155,647.98</b>	<b>57.4%</b>
400231 OFF EXP/Postage & Mailing	17,300.00	17,300.00	137.37	-	-	3,272.45	599.65	-	4,009.47	13,290.53	23.2%
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	186.58	4,332.42	967.82	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%
<b>TOTAL OTHER OPERATING</b>	<b>60,204.00</b>	<b>59,904.00</b>	<b>137.37</b>	<b>460.95</b>	<b>(130.03)</b>	<b>5,578.44</b>	<b>786.23</b>	<b>4,332.42</b>	<b>6,832.96</b>	<b>48,738.62</b>	<b>18.6%</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>500.00</b>	<b>0.0%</b>
400538 CONTRACT SVCS/Oth Cntrc	-	300.00	-	-	-	28.11	-	236.89	28.11	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%
<b>TOTAL PROVISION FOR INS LOSS</b>	<b>9,300.00</b>	<b>9,300.00</b>	<b>-</b>	<b>-</b>	<b>8,077.00</b>	<b>-</b>	<b>-</b>	<b>8.00</b>	<b>8,077.00</b>	<b>1,215.00</b>	<b>86.9%</b>
400574 COST POOL/(ISF)-Gen Liability	83,934.00	83,934.00	-	-	-	27,974.00	6,995.00	-	34,969.00	48,965.00	41.7%
400586 COST POOL/(CAP)- Admin Charges	52,481.00	52,481.00	-	-	-	17,492.00	4,377.00	-	21,869.00	30,612.00	41.7%

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

**ITEM F-5**

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	Period 1	Period 2	Period 3	Period 4	Period 5	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August	September	October	November				
400591 COST POOL/(IND)Civic Ctr Alloc	48,217.00	48,217.00	-	-	-	16,073.00	4,018.00	-	20,091.00	28,126.00	41.7%
<b>TOTAL COST POOL</b>	<b>184,632.00</b>	<b>184,632.00</b>	-	-	-	<b>61,539.00</b>	<b>15,390.00</b>	-	<b>76,929.00</b>	<b>107,703.00</b>	<b>41.7%</b>
<b>TOTAL EXPENDITURES</b>	<b>2,735,580.00</b>	<b>2,738,580.00</b>	<b>165,612.27</b>	<b>183,580.88</b>	<b>180,530.63</b>	<b>252,786.85</b>	<b>206,809.29</b>	<b>162,385.01</b>	<b>989,319.92</b>	<b>1,586,875.07</b>	<b>42.1%</b>
<b>NET OPERATING (SURPLUS)/DEFICIT</b>	<b>(371,107.00)</b>	<b>(368,107.00)</b>	<b>137,285.77</b>	<b>(592,426.34)</b>	<b>(595,755.48)</b>	<b>(42,673.03)</b>	<b>26,278.34</b>	<b>162,385.01</b>	<b>(1,067,290.74)</b>	<b>536,798.73</b>	<b>245.8%</b>
<b>CASH BALANCE</b>			<b>1,190,972.61</b>	<b>1,777,746.74</b>	<b>2,351,909.32</b>	<b>2,394,736.07</b>	<b>2,368,339.48</b>				