

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: March 15, 2023

Final Decision Date Deadline: March 15, 2023

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 February 2023 – 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

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August	September	October	November	December	January	February				
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)	(57,691.70)	(133,172.75)	(40,098.90)	-	(2,263,313.05)	(799,373.95)	73.9%
TOTAL LICENSES, PRMITS&FEES	(3,062,687.00)	(3,062,687.00)	(28,326.50)	(766,007.22)	(768,831.20)	(288,653.83)	(180,530.95)	(57,691.70)	(133,172.75)	(40,098.90)	-	(2,263,313.05)	(799,373.95)	73.9%
361701 Interest	(14,000.00)	(14,000.00)	-	-	-	(5,706.79)	-	-	(12,246.70)	-	-	(17,953.49)	3,953.49	128.2%
361705 Realized Gain	-	-	-	-	-	1,446.34	-	-	921.13	-	-	2,367.47	(2,367.47)	100.0%
TOTAL INTEREST & REALIZED INCOME	(14,000.00)	(14,000.00)	-	-	-	(4,260.45)	-	-	(11,325.57)	-	-	(15,586.02)	1,586.02	111.3%
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)	-	(21,156.00)	-	(8,921.64)	-	(40,078.15)	10,078.15	133.6%
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)	-	(21,156.00)	-	(8,921.64)	-	(50,078.15)	10,078.15	166.9%
TOTAL REVENUE	(3,106,687.00)	(3,106,687.00)	(28,326.50)	(776,007.22)	(776,286.11)	(295,459.88)	(180,530.95)	(78,847.70)	(144,498.32)	(49,020.54)	-	(2,328,977.22)	(777,709.78)	75.0%
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	58,309.76	61,225.26	61,225.26	-	472,309.08	247,591.92	65.6%
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	26,323.14	27,639.30	27,639.30	-	196,353.76	117,347.24	62.6%
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	16,347.30	17,164.66	17,164.66	-	132,413.12	68,013.88	66.1%
400006 SALARIES & WAGES/PT- Temp	-	-	2,751.83	519.90	1,600.90	1,445.49	1,391.08	2,136.21	2,120.71	1,291.37	-	13,257.49	(13,257.49)	100.0%
400031 OVERTIME/General	-	-	-	75.69	62.12	50.46	199.92	300.86	12.24	-	-	701.29	(701.29)	100.0%
400048 OTHER PAY/Bilingual Pay	8,342.00	8,342.00	682.14	882.14	882.14	882.14	882.14	916.26	916.26	916.26	-	6,625.36	1,716.64	79.4%
400049 OTHER PAY/Auto Allowance	4,200.00	4,200.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	-	2,800.00	1,400.00	66.7%
TOTAL SALARIES AND WAGES	1,246,571.00	1,246,571.00	91,786.17	101,636.51	102,839.94	102,736.87	102,831.92	104,649.41	109,428.43	108,586.85	-	824,460.10	422,110.90	66.1%
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	1,524.73	1,621.40	1,579.63	-	12,037.24	6,169.76	66.1%
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	19,545.08	20,777.22	20,777.22	-	155,729.32	76,561.68	67.0%
400106 P-ROLL BEN/Dental Insurance	17,520.00	17,520.00	1,217.00	1,460.40	1,460.40	1,460.40	1,387.32	1,387.32	1,387.32	1,387.32	-	11,074.40	6,445.60	63.2%
400109 P-ROLL BEN/Employee Assistance	216.00	216.00	15.30	18.36	18.36	18.36	18.36	18.36	18.36	18.36	-	143.82	72.18	66.6%
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	166.44	166.44	166.44	166.44	-	1,318.74	733.26	64.3%
400112 P-ROLL BEN/Life Insurance	4,139.00	4,139.00	281.43	327.53	327.53	327.53	327.53	327.53	327.53	327.53	-	2,574.14	1,564.86	62.2%
400114 P-ROLL BEN/Long Term Disabil	12,342.00	12,342.00	462.00	525.04	526.09	526.09	526.09	531.19	557.70	557.70	-	4,211.90	8,130.10	34.1%
400116 P-ROLL BEN/Unemployment Ins	5,472.00	5,472.00	456.00	494.00	494.00	494.00	494.00	532.00	532.00	494.00	-	3,990.00	1,482.00	72.9%
400117 P-ROLL BEN/Personal/Prof Dev	2,250.00	2,250.00	-	-	-	-	-	211.43	2,038.57	-	-	2,250.00	-	100.0%
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	1,180.43	1,228.64	1,155.41	-	9,303.08	8,393.92	52.6%
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	5,755.04	6,042.80	6,042.80	-	45,469.10	24,816.90	64.7%
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	3,332.34	2,420.66	2,420.66	-	24,278.84	16,444.16	59.6%
400130 P-ROLL BEN/PARS Benefits	-	-	35.78	6.76	20.97	18.78	18.38	28.08	27.73	-	-	173.28	(173.28)	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	12,814.25	13,453.74	13,453.74	-	101,608.61	54,678.39	65.0%
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	23,838.12	23,838.12	23,838.12	-	186,731.94	99,324.06	65.3%
TOTAL FRINGE BENEFITS	872,288.00	872,288.00	61,188.73	70,711.25	70,952.69	70,562.88	70,612.57	71,192.34	74,438.23	72,235.72	-	561,894.41	310,393.59	64.4%
400201 PROF SVCS/Professional Svcs	143,455.00	146,455.00	-	260.16	813.00	732.57	522.57	1,171.12	1,063.65	681.99	15,304.94	5,245.06	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	16,666.00	22,916.00	10,416.00	89,588.00	97,912.00	22,500.00	89.3%
400245 TRAVEL & TRNG/Tuition Rmb/Cer	800.00	800.00	-	-	-	-	-	935.00	-	-	-	935.00	(135.00)	116.9%
400261 DUES & PUB/Memberships & Dues	1,650.00	1,650.00	-	-	-	-	-	-	985.75	-	-	985.75	664.25	59.7%
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	-	884.78	442.39	-	-	2,065.19	3,314.81	38.4%
TOTAL PROF & ADMIN SERVICES	362,085.00	365,085.00	12,500.00	10,772.17	(1,172.97)	12,341.55	17,188.57	19,656.90	25,407.79	11,097.99	104,892.94	107,792.00	152,400.06	58.3%
400231 OFF EXP/Postage & Mailing	17,300.00	17,300.00	137.37	-	-	3,272.45	599.65	391.35	234.78	42.12	-	4,677.72	12,622.28	27.0%
400232 OFF EXP/Printing & Binding	24,404.00	24,404.00	-	-	-	1,352.24	-	150.57	6.63	-	-	1,509.44	22,594.56	6.3%
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	186.58	695.95	-	3,449.89	1,850.35	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	-	177.01	123.28	-	-	803.72	4,196.28	16.1%
TOTAL OTHER OPERATING	60,204.00	59,904.00	137.37	460.95	(130.03)	5,578.44	786.23	905.51	1,060.64	42.12	3,449.89	8,841.23	47,612.88	20.5%
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	9,300.00	9,300.00	-	-	-	28.11	-	28.11	-	-	208.78	56.22	35.00	88.3%
400552 PROV FR INS LOSS/Ins Gen Liab	9,300.00	9,300.00	-	-	8,077.00	-	-	-	1,094.00	-	64.00	9,171.00	65.00	99.3%
TOTAL PROVISION FOR INS LOSS	9,300.00	9,300.00	-	-	8,077.00	-	-	-	1,094.00	-	64.00	9,171.00	65.00	99.3%
400574 COST POOL/(ISF)-Gen Liability	83,934.00	83,934.00	-	-	-	27,974.00	6,995.00	6,995.00	6,995.00	6,995.00	-	55,954.00	27,980.00	66.7%
400586 COST POOL/(CAP)- Admin Charges	52,481.00	52,481.00	-	-	-	17,492.00	4,377.00	4,377.00	4,377.00	4,377.00	-	34,990.00	17,491.00	66.7%
400591 COST POOL/(IND)Civic Ctr Alloc	48,217.00	48,217.00	-	-	-	16,073.00	4,018.00	4,018.00	4,018.00	4,018.00	-	32,145.00	16,072.00	66.7%
TOTAL COST POOL	184,632.00	184,632.00	-	-	-	61,539.00	15,390.00	15,385.00	15,385.00	15,390.00	-	123,089.00	61,543.00	66.7%
TOTAL EXPENDITURES	2,735,580.00	2,738,580.00	165,612.27	183,580.88	180,530.63	252,786.85	206,809.29	211,817.27	226,814.09	207,352.68	108,615.61	1,635,303.96	994,660.43	63.7%
NET OPERATING (SURPLUS)/DEFICIT	(371,107.00)	(36												

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