

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: May 17, 2023

Final Decision Date Deadline: May 17, 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 April 2023 – 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**

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August	September	October	November	December	January	February	March	April				
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)	(167,178.70)	(55,696.75)	-	(2,486,188.50)	(576,498.50)	81.2%
<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>(57,691.70)</b>	<b>(133,172.75)</b>	<b>(40,098.90)</b>	<b>(167,178.70)</b>	<b>(55,696.75)</b>	-	<b>(2,486,188.50)</b>	<b>(576,498.50)</b>	<b>81.2%</b>
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%
<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>(11,325.57)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(15,586.02)</b>	<b>1,586.02</b>	<b>111.3%</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)	-	(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%
<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>(21,156.00)</b>	<b>-</b>	<b>(8,921.64)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(50,078.15)</b>	<b>10,078.15</b>	<b>166.9%</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>(78,847.70)</b>	<b>(144,498.32)</b>	<b>(49,020.54)</b>	<b>(167,178.70)</b>	<b>(55,696.75)</b>	<b>-</b>	<b>(2,551,852.67)</b>	<b>(554,834.33)</b>	<b>82.1%</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	58,309.76	61,225.26	61,225.26	61,225.26	61,225.26	-	594,759.60	125,141.40	82.6%
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	27,639.30	27,639.30	-	251,632.36	62,068.64	80.2%
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	17,304.83	17,421.26	-	167,139.21	33,287.79	83.4%
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	1,625.50	1,798.06	-	16,681.05	(16,681.05)	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	682.14	782.14	882.14	882.14	882.14	916.26	916.26	916.26	916.26	-	8,457.88	(115.88)	101.4%
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	350.00	350.00	-	3,500.00	700.00	83.3%
<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>104,649.41</b>	<b>109,428.43</b>	<b>108,586.85</b>	<b>109,061.15</b>	<b>109,350.14</b>	<b>-</b>	<b>1,042,871.39</b>	<b>203,699.61</b>	<b>83.7%</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	1,524.73	1,621.40	1,579.63	1,586.50	1,590.70	-	15,214.44	2,992.56	83.6%
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	20,777.22	20,777.22	-	197,283.76	35,007.24	84.9%
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	1,387.32	1,387.32	1,387.32	1,387.32	1,387.32	-	13,849.04	3,670.96	79.0%
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	18.36	18.36	-	180.54	35.46	83.6%
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	166.44	166.44	-	1,651.62	400.38	80.5%
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	327.53	327.53	-	3,229.20	909.80	78.0%
400114 P-ROLL BEN/Long Term Disabilit	12,342.00	12,342.00	462.00	525.04	526.09	526.09	526.09	531.19	557.70	557.70	559.04	559.04	-	5,329.98	7,012.02	43.2%
400116 P-ROLL BEN/Unemployment Ins	5,472.00	5,472.00	456.00	494.00	494.00	494.00	494.00	494.00	532.00	532.00	494.00	532.00	-	5,016.00	456.00	91.7%
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	1,184.92	1,200.16	-	11,688.16	6,008.84	66.0%
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	6,042.80	6,042.80	-	57,554.70	12,731.30	81.9%
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	2,423.86	2,426.52	-	29,129.22	11,593.78	71.5%
400130 P-ROLL BEN/PARS Benefits	-	-	35.78	6.76	20.97	18.79	18.38	28.08	27.73	16.79	21.14	23.38	-	217.80	(217.80)	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	13,471.37	13,486.02	-	128,566.00	27,721.00	82.3%
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	23,838.12	23,838.12	-	234,408.18	51,647.82	81.9%
<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>71,192.34</b>	<b>74,438.23</b>	<b>72,235.72</b>	<b>72,298.62</b>	<b>72,375.61</b>	<b>-</b>	<b>706,568.64</b>	<b>165,719.36</b>	<b>81.0%</b>
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	681.51	502.57	17,120.86	6,429.14	122,905.00	16.1%
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	22,916.00	10,416.00	56,256.00	131,244.00	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	-	-	463.00	-	1,448.75	201.25	87.8%
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	442.39	-	442.39	890.26	-	3,397.84	1,982.16	63.2%
<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>19,656.90</b>	<b>25,407.79</b>	<b>11,097.99</b>	<b>24,039.90</b>	<b>12,271.83</b>	<b>73,376.86</b>	<b>144,103.73</b>	<b>147,604.41</b>	<b>59.6%</b>
400231 OFF EXP/Postage & Mailing	17,300.00	17,300.00	137.37	-	-	3,272.45	599.65	391.35	234.78	42.12	233.40	84.90	-	4,996.02	12,303.98	28.9%
400232 OFF EXP/Printing & Binding	24,404.00	24,104.00	-	-	-	1,352.24	-	150.57	6.63	-	20.40	487.82	-	2,017.66	22,086.34	8.4%
400233 OFF EXP/Copying & Duplicating	500.00	500.00	-	-	-	-	-	-	-	-	-	-	-	500.00	0.00	0.0%
400304 RENTAL EXP/Equipment Rental	9,000.00	9,000.00	-	-	186.58	594.66	186.58	186.58	695.95	-	186.58	373.15	2,890.16	2,410.08	3,699.76	58.9%
400321 MISC EXP/Misc Contrib	2,000.00	2,000.00	-	-	-	-	-	-	-	-	-	-	-	2,000.00	0.00	0.0%
400322 MISC EXP/Misc Exp	2,000.00	2,000.00	-	-	-	-	-	-	-	-	-	141.15	-	141.15	1,858.85	7.1%
400341 OFF SUPP/Office Supplies	5,000.00	5,000.00	-	460.95	(316.61)	359.09	-	177.01	123.28	-	466.90	2,059.21	-	3,329.83	1,670.17	66.6%
<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>905.51</b>	<b>1,060.64</b>	<b>42.12</b>	<b>907.28</b>	<b>3,146.23</b>	<b>2,890.16</b>	<b>12,894.74</b>	<b>44,119.10</b>	<b>26.4%</b>
400401 UTILITIES/Tel & Telegraph	500.00	500.00	-	-	-	-	-	-	-	-	-	-	-	500.00	0.00	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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>500.00</b>	<b>0.00</b>	<b>0.0%</b>
400538 CONTRACT SVCS/Oth Cntrc	-	300.00	-	-	-	28.11	-	28.11	-	-	28.11	-	180.67	84.33	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%
<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>									

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