

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: July 19, 2023

Final Decision Date Deadline: July 19, 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

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|---|--|--|
| <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 June 2023 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

G-4.

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ITEM G-4 ATTACHMENT 2

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	Period 11	Period 12	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED	
			July	August	September	October	November	December	January	February	March	April	May	June					
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)	(22,607.00)	(44,855.50)	(2,553,651.00)	(509,036.00)	83.4%	
	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)	(167,178.70)	(55,696.75)	(22,607.00)	(44,855.50)	(2,553,651.00)	(509,036.00)	83.4%	
361701	Interest	(14,000.00)	(14,000.00)	-	-	-	(5,706.79)	-	-	(12,246.70)	-	-	(16,093.65)	-	(34,047.14)	20,047.14	243.2%		
361705	Realized Gain	-	-	-	-	-	1,446.34	-	-	921.13	-	-	32.45	-	(2,399.92)	20,047.14	100.0%		
	TOTAL INTEREST & REALIZED INCOME	(14,000.00)	(14,000.00)	-	-	-	(4,260.45)	-	-	(11,325.57)	-	-	(16,061.20)	-	(31,647.22)	17,647.22	226.1%		
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)	(167,178.70)	(55,696.75)	(38,668.20)	(44,855.50)	(2,635,376.37)	(471,310.63)	84.8%	
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	61,225.26	108,511.11	764,495.97	(44,594.97)	106.2%	
400002	SALARIES & WAGES/Mgmt-Local Z1	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	27,639.30	27,994.24	307,265.90	6,435.10	97.9%	
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	17,421.26	17,421.26	17,421.26	24,387.56	208,949.03	(8,521.03)	104.3%	
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	2,232.37	2,534.06	21,447.48	(21,447.48)	100.0%	
400031	OVERTIME/General	-	-	-	75.69	62.12	50.46	199.92	300.86	12.24	-	-	-	-	100.66	801.95	(801.95)	100.0%	
400048	OTHER PAY/Billingual Pay	8,342.00	8,342.00	682.14	782.14	782.14	882.14	882.14	916.26	916.26	916.26	916.26	916.26	916.26	1,338.75	10,712.89	(2,370.89)	128.4%	
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	350.00	350.00	4,200.00	-	100.0%	
	TOTAL SALARIES AND WAGES	1,246,571.00	1,246,571.00	91,786.17	101,636.51	102,803.94	102,736.87	102,831.92	104,649.41	109,428.43	108,586.85	109,061.15	109,350.14	109,784.45	165,216.38	1,317,872.22	(71,301.22)	105.7%	
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	1,596.99	2,408.03	19,219.46	(1,012.46)	105.6%	
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	20,777.22	20,777.22	238,838.20	(6,547.20)	102.8%	
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	1,387.32	1,387.32	16,623.68	896.32	94.9%	
400109	P-ROLL BEN/Employee Assistance	216.00	216.00	13.30	18.36	18.36	18.36	18.36	18.36	18.36	18.36	18.36	18.36	18.36	18.36	217.26	(1.26)	100.6%	
400110	P-ROLL BEN/Professional Dev-Mg	6,750.00	6,750.00	750.00	-	250.00	-	-	-	-	-	-	-	-	500.00	1,500.00	5,250.00	22.2%	
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	166.44	166.44	1,984.50	67.50	96.7%	
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	327.53	3,884.26	254.74	93.8%		
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	559.04	583.38	5,869.60	52.4%		
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	494.00	532.00	532.00	494.00	6,042.00	(570.00)	110.4%	
400117	P-ROLL BEN/Personal/Prof Dev	2,250.00	2,250.00	-	-	-	-	-	213.43	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	1,113.16	1,065.91	1,114.63	1,180.43	1,228.64	1,155.41	1,184.92	1,200.16	1,238.49	1,880.27	14,806.92	2,890.08	83.7%	
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	5,755.04	6,042.80	6,042.80	6,042.80	6,042.80	6,042.80	6,042.80	9,282.39	72,879.89	(2,593.89)	103.7%	
400127	P-ROLL BEN/OPEB	40,723.00	40,723.00	2,904.66	3,300.28	3,300.28	3,300.28	3,332.34	3,420.66	2,420.66	2,423.86	2,426.52	2,426.52	3,064.03	34,619.77	6,103.23	85.0%		
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	29.02	32.95	279.77	(279.77)	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	13,486.02	20,440.06	162,492.08	(6,205.08)	104.0%	
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	23,838.12	23,838.12	23,838.12	28,084.42	3,971.58	98.6%		
	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	72,298.62	72,375.61	72,425.87	85,200.10	864,194.61	8,093.39	99.1%	
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	3,877.57	2,342.57	12,525.72	12,649.28	17.2%	
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	22,916.00	10,416.00	10,416.00	22,916.00	10,416.00	22,916.00	10,416.00	164,576.00	22,500.00	89.3%	
400245	TRAVEL & TRNG/Tuition Rmb/Cer	800.00	800.00	-	-	-	-	-	935.00	-	-	-	-	2,315.25	3,250.25	(2,450.25)	406.3%		
400261	DUES & PUB/Memberships & Dues	1,650.00	1,650.00	-	-	-	-	-	-	985.75	-	-	463.00	239.88	1,688.63	(38.63)	102.3%		
400271	AD & PROMO/Advertising&Promo	800.00	800.00	-	-	-	649.00	-	-	-	-	-	-	649.00	151.00	(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	890.26	528.58	447.87	4,374.29	1,005.71	81.3%	
	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	24,039.90	12,271.83	29,877.28	13,206.44	35,449.72	187,187.45	142,447.83	61.0%
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	797.86	-	5,793.88	11,506.12	33.5%	
400232	OFF EXP/Printing & Binding	24,404.00	24,104.00	-	-	-	1,352.24	-	150.57	6.63	-	20.40	487.82	358.87	-	2,376.53	21,727.47	9.5%	
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	-	186.58	373.15	657.94	186.58	2,045.64	3,254.60	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	-	-	-	-	-	-	-	-	-	141.15	235.90	250.43	627.48	1,372.52	31.4%	
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	576.49	2,410.00	6,316.32	(1,316.32)	126.3%		
	TOTAL OTHER OPERATING	60,204.00	59,904.00																