

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: August 16, 2023

Final Decision Date Deadline: August 16, 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 2023-24 Monthly Revenue and Expenditure Report through July 2023 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

**F-6.**

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**RICHMOND RENT PROGRAM  
MONTHLY REVENUE AND EXPENDITURES REPORT  
FISCAL YEAR 2023-24**

Period 1  
July

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	MTD ACTUAL	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
340445 Rental Housing Fees	(2,914,945.00)	(2,914,945.00)	-	-	-	(2,914,945.00)	0.0%
<b>TOTAL LICENSES, PRMITS&amp;FEES</b>	<b>(2,914,945.00)</b>	<b>(2,914,945.00)</b>	-	-	-	<b>(2,914,945.00)</b>	<b>0.0%</b>
361701 Interest	(20,000.00)	(20,000.00)	-	-	-	(20,000.00)	0.0%
361705 Realized Gain	-	-	-	-	-	-	0.0%
<b>TOTAL INTEREST &amp; REALIZED INCOME</b>	<b>(20,000.00)</b>	<b>(20,000.00)</b>	-	-	-	<b>(20,000.00)</b>	<b>0.0%</b>
364855 OTHER REV/Misc Other Re	-	-	-	-	-	-	0.0%
364867 Revenue from Collections Agency	(50,000.00)	(50,000.00)	-	-	-	(50,000.00)	0.0%
337373 Other Grants	-	-	-	-	-	-	0.0%
<b>TOTAL OTHER REVENUE</b>	<b>(50,000.00)</b>	<b>(50,000.00)</b>	-	-	-	<b>(50,000.00)</b>	<b>0.0%</b>
<b>TOTAL REVENUE</b>	<b>(2,984,945.00)</b>	<b>(2,984,945.00)</b>	-	-	-	<b>(2,984,945.00)</b>	<b>0.0%</b>
400001 SALARIES & WAGES/Executive	765,357.00	765,357.00	65,519.38	-	65,519.38	699,837.62	8.6%
400002 SALARIES & WAGES/Mgmt-Local 21	353,101.00	353,101.00	29,114.00	-	29,114.00	323,987.00	8.2%
400003 SALARIES & WAGES/Local 1021	268,646.00	268,646.00	18,678.44	-	18,678.44	249,967.56	7.0%
400006 SALARIES & WAGES/PT- Temp	37,565.00	37,565.00	1,246.21	-	1,246.21	36,318.79	3.3%
400031 OVERTIME/General	2,500.00	2,500.00	284.60	-	284.60	2,215.40	11.4%
400048 OTHER PAY/Bilingual Pay	11,470.00	11,470.00	968.02	-	968.02	10,501.98	8.4%
400049 OTHER PAY/Auto Allowance	4,200.00	4,200.00	350.00	-	350.00	3,850.00	8.3%
400053 OTHER PAY/Pension Credi	-	-	1,333.05	-	1,333.05	(1,333.05)	100.0%
<b>TOTAL SALARIES AND WAGES</b>	<b>1,442,839.00</b>	<b>1,442,839.00</b>	<b>117,493.70</b>	-	<b>117,493.70</b>	<b>1,325,345.30</b>	<b>8.1%</b>
400103 P-ROLL BEN/Medicare Tax-ER Shr	19,710.00	19,710.00	1,694.62	-	1,694.62	18,015.38	8.6%
400105 P-ROLL BEN/Health Insurance Be	249,327.00	249,327.00	20,777.22	-	20,777.22	228,549.78	8.3%
400106 P-ROLL BEN/Dental Insurance	16,644.00	16,644.00	1,387.32	-	1,387.32	15,256.68	8.3%
400109 P-ROLL BEN/Employee Assistance	216.00	216.00	18.36	-	18.36	197.64	8.5%
400110 P-ROLL BEN/Professional Dev-Mg	6,750.00	6,750.00	250.00	-	250.00	6,500.00	3.7%
400111 P-ROLL BEN/Vision	1,992.00	1,992.00	166.44	-	166.44	1,825.56	8.4%
400112 P-ROLL BEN/Life Insurance	3,931.00	3,931.00	327.53	-	327.53	3,603.47	8.3%
400114 P-ROLL BEN/Long Term Disabilit	11,803.00	11,803.00	593.06	-	593.06	11,209.94	5.0%
400116 P-ROLL BEN/Unemployment Ins	5,472.00	5,472.00	494.00	-	494.00	4,978.00	9.0%
400117 P-ROLL BEN/Personal/Prof Dev	2,250.00	2,250.00	108.32	-	108.32	2,141.68	4.8%
400121 P-ROLL BEN/Worker Comp-Clerica	6,923.00	6,923.00	1,242.56	-	1,242.56	5,680.44	17.9%
400122 P-ROLL BEN/Worker Comp-Prof	101,330.00	101,330.00	6,397.46	-	6,397.46	94,932.54	6.3%
400127 P-ROLL BEN/OPEB	20,956.00	20,956.00	2,574.30	-	2,574.30	18,381.70	12.3%
400130 P-ROLL BEN/PARS Benefits	-	-	16.20	-	16.20	(16.20)	100.0%
400149 P-ROLL BEN/PERS-Misc	186,975.00	186,975.00	15,124.94	-	15,124.94	171,850.06	8.1%
400151 P-ROLL BEN/PERS-Misc (UAL)	234,120.00	234,120.00	23,838.12	-	23,838.12	210,281.88	10.2%
<b>TOTAL FRINGE BENEFITS</b>	<b>868,399.00</b>	<b>868,399.00</b>	<b>75,010.45</b>	-	<b>75,010.45</b>	<b>793,388.55</b>	<b>8.6%</b>
400201 PROF SVCS/Professional Svcs	263,400.00	263,400.00	-	3,000.00	-	260,400.00	1.1%
400206 PROF SVCS/Legal Serv Cost	275,000.00	275,000.00	-	-	-	275,000.00	0.0%
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	-	-	-	800.00	0.0%
400280 ADM EXP/Program Supplies	5,808.00	5,808.00	-	-	-	5,808.00	0.0%
<b>TOTAL PROF &amp; ADMIN SERVICES</b>	<b>547,458.00</b>	<b>547,458.00</b>	-	<b>3,000.00</b>	-	<b>544,458.00</b>	<b>0.5%</b>
400231 OFF EXP/Postage & Mailing	-	-	-	-	-	-	0.0%
400232 OFF EXP/Printing & Binding	15,425.00	15,425.00	-	-	-	15,425.00	0.0%
400233 OFF EXP/Copying & Duplicating	-	-	-	-	-	-	0.0%
400304 RENTAL EXP/Equipment Rental	9,000.00	9,000.00	-	6,238.96	-	2,761.04	69.3%
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	-	-	-	5,000.00	0.0%
<b>TOTAL OTHER OPERATING</b>	<b>33,425.00</b>	<b>33,425.00</b>	-	<b>6,238.96</b>	-	<b>27,186.04</b>	<b>18.7%</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>500.00</b>	<b>0.0%</b>
400538 CONTRACT SVCS/Oth Cntrc	-	-	-	-	-	-	0.0%
400552 PROV FR INS LOSS/Ins Gen Liab	9,300.00	9,300.00	-	-	-	9,300.00	0.0%
<b>TOTAL PROVISION FOR INS LOSS</b>	<b>9,300.00</b>	<b>9,300.00</b>	-	-	-	<b>9,300.00</b>	<b>0.0%</b>
400574 COST POOL/(ISF)-Gen Liability	217,744.00	217,744.00	-	-	-	217,744.00	0.0%
400586 COST POOL/(CAP)- Admin Charges	52,481.00	52,481.00	-	-	-	52,481.00	0.0%
400591 COST POOL/(IND)Civic Ctr Alloc	60,248.00	60,248.00	-	-	-	60,248.00	0.0%
<b>TOTAL COST POOL</b>	<b>330,473.00</b>	<b>330,473.00</b>	-	-	-	<b>330,473.00</b>	<b>0.0%</b>
400601 NONCAP ASST/Comp Hrdware<5K	3,000.00	3,000.00	-	-	-	3,000.00	0.0%
<b>TOTAL ASSET/CAPITAL OUTLAY</b>	<b>3,000.00</b>	<b>3,000.00</b>	-	-	-	<b>3,000.00</b>	<b>0.0%</b>
391994 391994 TRANSFER IN/From Gen Fund	(150,000.00)	(150,000.00)	-	-	-	(150,000.00)	0.0%
<b>90 OPER XFERS IN</b>	<b>(150,000.00)</b>	<b>(150,000.00)</b>	-	-	-	<b>(150,000.00)</b>	<b>0.0%</b>
<b>TOTAL EXPENDITURES</b>	<b>3,235,394.00</b>	<b>3,235,394.00</b>	<b>192,504.15</b>	<b>9,238.96</b>	<b>192,504.15</b>	<b>3,033,650.89</b>	<b>6.2%</b>
<b>NET OPERATING (SURPLUS)/DEFICIT</b>	<b>100,449.00</b>	<b>100,449.00</b>	<b>192,504.15</b>	<b>9,238.96</b>	<b>192,504.15</b>	<b>(101,294.11)</b>	<b>200.8%</b>
<b>CASH BALANCE</b>			<b>1,111,439.76</b>				

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