

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: September 20, 2023

Final Decision Date Deadline: September 20, 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 August 2023 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

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

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	Period 1	Period 2	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August				
340445 Rental Housing Fees	(2,914,945.00)	(2,914,945.00)	(17,585.50)	(787,875.98)	-	(805,461.48)	(2,109,483.52)	27.6%
TOTAL LICENSES, PRMITS&FEES	(2,914,945.00)	(2,914,945.00)	(17,585.50)	(787,875.98)	-	(805,461.48)	(2,109,483.52)	27.6%
361701 Interest	(20,000.00)	(20,000.00)	-	-	-	-	(20,000.00)	0.0%
361705 Realized Gain	-	-	-	-	-	-	-	0.0%
TOTAL INTEREST & REALIZED INCOME	(20,000.00)	(20,000.00)	-	-	-	-	(20,000.00)	0.0%
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%
TOTAL OTHER REVENUE	(50,000.00)	(50,000.00)	-	-	-	-	(50,000.00)	0.0%
TOTAL REVENUE	(2,984,945.00)	(2,984,945.00)	(17,585.50)	(787,875.98)	-	(805,461.48)	(2,179,483.52)	27.0%
400001 SALARIES & WAGES/Executive	765,357.00	765,357.00	65,519.38	65,521.38	-	131,040.76	634,316.24	17.1%
400002 SALARIES & WAGES/Mgmt-Local 21	353,101.00	353,101.00	29,114.00	29,749.00	-	58,863.00	294,238.00	16.7%
400003 SALARIES & WAGES/Local 1021	268,646.00	268,646.00	18,678.44	18,678.44	-	37,356.88	231,289.12	13.9%
400006 SALARIES & WAGES/PT- Temp	37,565.00	37,565.00	1,246.21	3,146.24	-	4,392.45	33,172.55	11.7%
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	928.26	-	1,896.28	9,573.72	16.5%
400049 OTHER PAY/Auto Allowance	4,200.00	4,200.00	350.00	350.00	-	700.00	3,500.00	16.7%
400053 OTHER PAY/Pension Credi	-	-	1,333.05	1,331.58	-	2,664.63	(2,664.63)	100.0%
TOTAL SALARIES AND WAGES	1,442,839.00	1,442,839.00	117,493.70	119,704.90	-	237,198.60	1,205,640.40	16.4%
400103 P-ROLL BEN/Medicare Tax-ER Shr	19,710.00	19,710.00	1,694.62	1,721.51	-	3,416.13	16,293.87	17.3%
400105 P-ROLL BEN/Health Insurance Be	249,327.00	249,327.00	20,777.22	20,777.22	-	41,554.44	207,772.56	16.7%
400106 P-ROLL BEN/Dental Insurance	16,644.00	16,644.00	1,387.32	1,387.32	-	2,774.64	13,869.36	16.7%
400109 P-ROLL BEN/Employee Assistance	216.00	216.00	18.36	18.36	-	36.72	179.28	17.0%
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	-	332.88	1,659.12	16.7%
400112 P-ROLL BEN/Life Insurance	3,931.00	3,931.00	327.53	327.53	-	655.06	3,275.94	16.7%
400114 P-ROLL BEN/Long Term Disabilit	11,803.00	11,803.00	593.06	599.32	-	1,192.38	10,610.62	10.1%
400116 P-ROLL BEN/Unemployment Ins	5,472.00	5,472.00	494.00	532.00	-	1,026.00	4,446.00	18.8%
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	755.50	-	1,998.06	4,924.94	28.9%
400122 P-ROLL BEN/Worker Comp-Prof	101,330.00	101,330.00	6,397.46	8,581.22	-	14,978.68	86,351.32	14.8%
400127 P-ROLL BEN/OPEB	20,956.00	20,956.00	2,574.30	1,780.24	-	4,354.54	16,601.46	20.8%
400130 P-ROLL BEN/PARS Benefits	-	-	16.20	40.90	-	57.10	(57.10)	100.0%
400149 P-ROLL BEN/PERS-Misc	186,975.00	186,975.00	15,124.94	15,956.41	-	31,081.35	155,893.65	16.6%
400151 P-ROLL BEN/PERS-Misc (UAL)	234,120.00	234,120.00	23,838.12	19,509.60	-	43,347.72	190,772.28	18.5%
TOTAL FRINGE BENEFITS	868,399.00	868,399.00	75,010.45	72,153.57	-	147,164.02	721,234.98	16.9%
400201 PROF SVCS/Professional Svcs	263,400.00	263,400.00	-	252.57	7,247.43	252.57	255,900.00	2.8%
400206 PROF SVCS/Legal Serv Cost	275,000.00	275,000.00	-	16,666.00	183,334.00	16,666.00	75,000.00	72.7%
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	-	491.07	-	491.07	5,316.93	8.5%
TOTAL PROF & ADMIN SERVICES	547,458.00	547,458.00	-	17,409.64	190,581.43	17,409.64	339,466.93	38.0%
400231 OFF EXP/Postage & Mailing	-	-	206.55	-	-	206.55	(206.55)	0.0%
400232 OFF EXP/Printing & Binding	15,425.00	15,425.00	2,967.65	-	-	2,967.65	12,457.35	19.2%
400233 OFF EXP/Copying & Duplicating	-	-	-	-	-	-	-	0.0%
400304 RENTAL EXP/Equipment Rental	9,000.00	9,000.00	-	186.58	6,052.38	186.58	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	1,600.00	-	337.43	-	337.43	1,262.57	21.1%
400341 OFF SUPP/Office Supplies	5,000.00	5,000.00	-	1,611.89	-	1,611.89	3,388.11	32.2%
TOTAL OTHER OPERATING	33,425.00	33,025.00	3,174.20	2,135.90	6,052.38	5,310.10	21,662.52	34.4%
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	-	400.00	-	-	60.00	-	340.00	0.0%
400552 PROV FR INS LOSS/Ins Gen Liab	9,300.00	9,300.00	-	-	-	-	9,300.00	0.0%
TOTAL PROVISION FOR INS LOSS	9,300.00	9,300.00	-	-	-	-	9,300.00	0.0%
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%
TOTAL COST POOL	330,473.00	330,473.00	-	-	-	-	330,473.00	0.0%
400601 NONCAP ASST/Comp Hrdware<5K	3,000.00	3,000.00	-	-	-	-	3,000.00	0.0%
TOTAL ASSET/CAPITAL OUTLAY	3,000.00	3,000.00	-	-	-	-	3,000.00	0.0%
391994 TRANSFER IN/From Gen Fund	(150,000.00)	(150,000.00)	(12,500.00)	-	-	(12,500.00)	(137,500.00)	8.3%
90 OPER XFERS IN	(150,000.00)	(150,000.00)	(12,500.00)	-	-	(12,500.00)	(137,500.00)	8.3%
TOTAL EXPENDITURES	3,235,394.00	3,235,394.00	195,678.35	211,404.01	196,693.81	407,082.36	2,631,617.83	18.7%
NET OPERATING (SURPLUS)/DEFICIT	100,449.00	100,449.00	165,592.85	(576,471.97)	196,693.81	(410,879.12)	314,634.31	-213.2%
CASH BALANCE			1,111,439.76	1,720,174.18				

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