

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: October 25, 2023

Final Decision Date Deadline: October 25, 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 September 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 2023-24

ITEM F-3

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	Period 1	Period 2	Period 3	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August	September				
340045 Rental Housing Fees	(2,914,945.00)	(2,914,945.00)	(17,585.50)	(787,875.98)	(919,573.50)	-	(1,725,034.98)	(1,189,910.02)	59.2%
TOTAL LICENSES, PRMITS&FEES	(2,914,945.00)	(2,914,945.00)	(17,585.50)	(787,875.98)	(919,573.50)	-	(1,725,034.98)	(1,189,910.02)	59.2%
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)	(919,573.50)	-	(1,725,034.98)	(1,259,910.02)	57.8%
400001 SALARIES & WAGES/Executive	765,357.00	765,357.00	65,519.38	65,521.38	65,523.38	-	196,564.14	568,792.86	25.7%
400002 SALARIES & WAGES/Mgmt-Local 21	353,101.00	353,101.00	29,114.00	29,749.00	29,749.00	-	88,612.00	264,489.00	25.1%
400003 SALARIES & WAGES/Local 1021	268,646.00	268,646.00	18,678.44	18,678.44	18,678.44	-	56,035.32	212,610.68	20.9%
400006 SALARIES & WAGES/PT- Temp	37,565.00	37,565.00	1,246.21	3,146.24	2,040.90	-	6,433.35	31,131.65	17.1%
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	928.26	-	2,824.54	8,645.46	24.6%
400049 OTHER PAY/Auto Allowance	4,200.00	4,200.00	350.00	350.00	350.00	-	1,050.00	3,150.00	25.0%
400053 OTHER PAY/Pension Credi	-	-	1,333.05	1,331.58	1,331.62	-	3,996.25	(3,996.25)	100.0%
TOTAL SALARIES AND WAGES	1,442,839.00	1,442,839.00	117,493.70	119,704.90	118,601.60	-	355,800.20	1,087,038.80	24.7%
400103 P-ROLL BEN/Medicare Tax-ER Shr	19,710.00	19,710.00	1,694.62	1,721.51	1,705.50	-	5,121.63	14,588.37	26.0%
400105 P-ROLL BEN/Health Insurance Be	249,327.00	249,327.00	20,777.22	20,777.22	20,777.22	-	62,331.66	186,995.34	25.0%
400106 P-ROLL BEN/Dental Insurance	16,644.00	16,644.00	1,387.32	1,387.32	1,387.32	-	4,161.96	12,482.04	25.0%
400109 P-ROLL BEN/Employee Assistance	216.00	216.00	18.36	18.36	18.36	-	55.08	160.92	25.5%
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	166.44	-	499.32	1,492.68	25.1%
400112 P-ROLL BEN/Life Insurance	3,931.00	3,931.00	327.53	327.53	327.53	-	982.59	2,948.41	25.0%
400114 P-ROLL BEN/Long Term Disabilit	11,803.00	11,803.00	593.06	599.32	599.53	-	1,791.91	10,011.09	15.2%
400116 P-ROLL BEN/Unemployment Ins	5,472.00	5,472.00	494.00	532.00	532.00	-	1,558.00	3,914.00	28.5%
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	728.84	-	2,726.90	4,196.10	39.4%
400122 P-ROLL BEN/Worker Comp-Prof	101,330.00	101,330.00	6,397.46	8,581.22	8,581.22	-	23,559.90	77,770.10	23.3%
400127 P-ROLL BEN/OPEB	20,956.00	20,956.00	2,574.30	1,780.24	1,780.24	-	6,134.78	14,821.22	29.3%
400130 P-ROLL BEN/PARS Benefits	-	-	16.20	40.90	26.54	-	83.64	(83.64)	100.0%
400149 P-ROLL BEN/PERS-Misc	186,975.00	186,975.00	15,124.94	15,956.41	15,956.68	-	47,038.03	139,936.97	25.2%
400151 P-ROLL BEN/PERS-Misc (UAL)	234,120.00	234,120.00	23,838.12	19,509.60	19,509.60	-	62,857.32	171,262.68	26.8%
TOTAL FRINGE BENEFITS	868,399.00	868,399.00	75,010.45	72,153.57	72,097.02	-	219,261.04	649,137.96	25.2%
400201 PROF SVCS/Professional Svcs	263,400.00	270,050.00	-	252.57	-	21,974.86	1,675.14	246,400.00	8.8%
400206 PROF SVCS/Legal Serv Cost	275,000.00	275,000.00	-	16,666.00	16,666.00	166,668.00	33,332.00	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	554,108.00	-	17,409.64	18,088.57	188,642.86	35,498.21	329,966.93	40.5%
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	-	-	28.11	31.89	28.11	340.00	15.0%
400552 PROV FR INS LOSS/Ins Gen Liab	9,300.00	9,300.00	-	-	-	8,085.00	-	1,215.00	86.9%
TOTAL PROVISION FOR INS LOSS	9,300.00	9,300.00	-	-	-	8,085.00	-	1,215.00	86.9%
400574 COST POOL/(ISF)-Gen Liability	217,744.00	217,744.00	-	-	54,439.00	-	54,439.00	163,305.00	25.0%
400586 COST POOL/(CAP)- Admin Charges	52,481.00	52,481.00	-	-	13,124.00	-	13,124.00	39,357.00	25.0%
400591 COST POOL/(IND)Civic Ctr Alloc	60,248.00	60,248.00	-	-	15,059.00	-	15,059.00	45,189.00	25.0%
TOTAL COST POOL	330,473.00	330,473.00	-	-	82,622.00	-	82,622.00	247,851.00	25.0%
400601 NONCAP ASST/Comp Hrdware<SK	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 391994 TRANSFER IN/From Gen Fund	(150,000.00)	(150,000.00)	(12,500.00)	-	(25,000.00)	-	(37,500.00)	(112,500.00)	25.0%
90 OPER XFRS IN	(150,000.00)	(150,000.00)	(12,500.00)	-	(25,000.00)	-	(37,500.00)	(112,500.00)	25.0%
TOTAL EXPENDITURES	3,235,394.00	3,242,044.00	195,678.35	211,404.01	291,437.30	202,812.13	698,519.66	2,340,712.21	27.8%
NET OPERATING (SURPLUS)/DEFICIT	100,449.00	107,099.00	165,592.85	(576,471.97)	(653,136.20)	202,812.13	(1,064,015.32)	968,302.19	-804.1%
CASH BALANCE			1,111,439.76	1,720,174.18	2,371,046.02				

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