

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: December 20, 2023

Final Decision Date Deadline: December 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 November 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 2023-24

ITEM F-4

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	Period 1	Period 2	Period 3	Period 4	Period 5	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August	September	October	November				
340045 Rental Housing Fees	(2,914,945.00)	(2,914,945.00)	(17,585.50)	(787,875.98)	(919,573.50)	(344,931.75)	(139,427.75)	-	(2,209,394.48)	(705,550.52)	75.8%
TOTAL LICENSES, PRMITS&FEES	(2,914,945.00)	(2,914,945.00)	(17,585.50)	(787,875.98)	(919,573.50)	(344,931.75)	(139,427.75)	-	(2,209,394.48)	(705,550.52)	75.8%
361701 Interest	(20,000.00)	(20,000.00)	-	-	-	(17,242.17)	-	-	(17,242.17)	(2,757.83)	86.2%
361705 Realized Gain	-	-	-	-	-	-	-	-	-	-	0.0%
TOTAL INTEREST & REALIZED INCOME	(20,000.00)	(20,000.00)	-	-	-	(17,242.17)	-	-	(17,242.17)	(2,757.83)	86.2%
364855 OTHER REV/Misc Other Re	-	-	-	-	-	(15.00)	-	-	(15.00)	15.00	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)	-	-	-	-	(15.00)	-	(15.00)	(50,000.00)	0.0%
TOTAL REVENUE	(2,984,945.00)	(2,984,945.00)	(17,585.50)	(787,875.98)	(919,573.50)	(362,188.92)	(139,427.75)	-	(2,226,651.65)	(758,293.35)	74.6%
400001 SALARIES & WAGES/Executive	765,357.00	765,357.00	65,519.38	65,521.38	65,523.38	66,182.86	75,473.98	-	338,220.98	427,136.02	44.2%
400002 SALARIES & WAGES/Mgmt-Local 21	353,101.00	353,101.00	29,114.00	29,749.00	29,749.00	29,749.00	33,493.58	-	151,854.58	201,246.42	43.0%
400003 SALARIES & WAGES/Local 1021	268,646.00	268,646.00	18,678.44	18,678.44	18,678.44	18,678.44	19,416.58	-	94,130.34	174,515.66	35.0%
400006 SALARIES & WAGES/PT- Temp	37,565.00	37,565.00	1,246.21	3,146.24	2,040.90	2,479.43	4,357.79	-	13,270.57	24,294.43	35.3%
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	928.26	928.26	2,541.26	933.94	-	6,299.74	5,170.26	54.9%
400049 OTHER PAY/Auto Allowance	4,200.00	4,200.00	350.00	350.00	350.00	350.00	350.00	-	1,750.00	2,450.00	41.7%
400053 OTHER PAY/Pension Credi	-	-	1,333.05	1,331.58	1,331.62	1,344.81	1,530.63	-	6,871.69	(6,871.69)	100.0%
TOTAL SALARIES AND WAGES	1,442,839.00	1,442,839.00	117,493.70	119,704.90	118,601.60	121,325.80	135,556.50	-	612,682.50	830,156.50	42.5%
400103 P-ROLL BEN/Medicare Tax-ER Shr	19,710.00	19,710.00	1,694.62	1,721.51	1,705.50	1,744.83	1,948.50	-	8,814.96	10,895.04	44.7%
400105 P-ROLL BEN/Health Insurance Be	249,327.00	249,327.00	20,777.22	20,777.22	20,777.22	20,777.22	20,777.22	-	103,886.10	145,440.90	41.7%
400106 P-ROLL BEN/Dental Insurance	16,644.00	16,644.00	1,387.32	1,387.32	1,387.32	1,387.32	1,387.32	-	6,936.60	9,707.40	41.7%
400109 P-ROLL BEN/Employee Assistance	216.00	216.00	18.36	18.36	18.36	18.36	18.36	-	91.80	124.20	42.5%
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	166.44	166.44	-	832.20	1,159.80	41.8%
400112 P-ROLL BEN/Life Insurance	3,931.00	3,931.00	327.53	327.53	327.53	327.53	327.53	-	1,637.65	2,293.35	41.7%
400114 P-ROLL BEN/Long Term Disabillt	11,803.00	11,803.00	593.06	599.32	599.53	606.41	663.60	-	3,061.92	8,741.08	25.9%
400116 P-ROLL BEN/Unemployment Ins	5,472.00	5,472.00	494.00	532.00	532.00	532.00	608.00	-	2,698.00	2,774.00	49.3%
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	723.96	837.17	-	4,288.03	2,634.97	61.9%
400122 P-ROLL BEN/Worker Comp-Prof	101,330.00	101,330.00	6,397.46	8,581.22	8,581.22	8,640.62	9,817.12	-	42,017.64	59,312.36	41.5%
400127 P-ROLL BEN/OPEB	20,956.00	20,956.00	2,574.30	1,780.24	1,780.24	1,790.53	2,006.08	-	9,931.39	11,024.61	47.4%
400130 P-ROLL BEN/PARS Benefits	-	-	16.20	40.90	26.54	32.24	56.67	-	172.55	(172.55)	100.0%
400149 P-ROLL BEN/PERS-Misc	186,975.00	186,975.00	15,124.94	15,956.41	15,956.68	16,272.34	17,962.27	-	81,272.64	105,702.36	43.5%
400151 P-ROLL BEN/PERS-Misc (UAL)	234,120.00	234,120.00	23,838.12	19,509.60	19,509.60	19,509.60	19,509.60	-	101,876.52	132,243.48	43.5%
TOTAL FRINGE BENEFITS	868,399.00	868,399.00	75,010.45	72,153.57	72,097.02	72,529.40	76,085.88	-	367,876.32	500,522.68	42.4%
400201 PROF SVCS/Professional Svcs	263,400.00	270,050.00	-	252.57	1,422.57	9,207.60	1,250.15	20,162.11	12,132.89	237,755.00	12.0%
400206 PROF SVCS/Legal Serv Cost	275,000.00	275,000.00	-	16,666.00	16,666.00	16,666.00	16,666.00	-	66,666.00	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	-	-	-	649.00	-	-	649.00	151.00	81.1%
400280 ADM EXP/Program Supplies	5,808.00	5,808.00	-	491.07	-	1,064.42	491.07	-	2,046.56	3,761.44	35.2%
TOTAL PROF & ADMIN SERVICES	547,458.00	554,108.00	-	17,409.64	18,088.57	27,587.02	18,407.22	153,498.11	81,492.45	319,117.44	42.4%
400231 OFF EXP/Postage & Mailing	-	-	206.55	-	4,229.91	111.90	362.32	-	4,910.68	(4,910.68)	0.0%
400232 OFF EXP/Printing & Binding	15,425.00	15,425.00	2,967.65	-	-	1,393.54	-	-	4,361.19	11,063.81	28.3%
400233 OFF EXP/Copying & Duplicating	-	-	-	-	-	-	-	-	-	-	0.0%
400304 RENTAL EXP/Equipment Rental	9,000.00	9,000.00	-	186.58	-	373.16	186.58	5,492.64	746.32	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	-	830.82	134.24	-	1,302.49	297.51	81.4%
400341 OFF SUPP/Office Supplies	5,000.00	5,000.00	-	1,611.89	-	199.62	191.20	-	2,002.71	2,997.29	40.1%
TOTAL OTHER OPERATING	33,425.00	33,025.00	3,174.20	2,135.90	4,229.91	2,909.04	874.34	5,492.64	13,323.39	14,208.97	57.0%
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	-	-	-	8,077.00	-	8.00	8,077.00	1,215.00	86.9%
TOTAL PROVISION FOR INS LOSS	9,300.00	9,300.00	-	-	-	8,077.00	-	8.00	8,077.00	1,215.00	86.9%
400574 COST POOL/(ISF)-Gen Liability	217,744.00	217,744.00	-	-	54,439.00	18,145.00	18,145.00	-	90,729.00	127,015.00	41.7%
400586 COST POOL/(CAP)- Admin Charges	52,481.00	52,481.00	-	-	13,124.00	4,373.00	4,373.00	-	21,870.00	30,611.00	41.7%
400591 COST POOL/(IND)Civic Ctr Alloc	60,248.00	60,248.00	-	-	15,059.00	5,021.00	5,021.00	-	25,101.00	35,147.00	41.7%
TOTAL COST POOL	330,473.00	330,473.00	-	-	82,622.00	27,539.00	27,539.00	-	137,700.00	192,773.00	41.7%
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)	(12,500.00)	(12,500.00)	-	(62,500.00)	(87,500.00)	41.7%
90 OPER XFERS IN	(150,000.00)	(150,000.00)	(12,500.00)	-	(25,000.00)	(12,500.00)	(12,500.00)	-	(62,500.00)	(87,500.00)	41.7%
TOTAL EXPENDITURES	3,235,394.00	3,242,044.00	195,678.35	211,404.01	295,667.21	259,967.26	258,462.94	159,030.64	1,221,179.77	1,861,833.59	42.6%
NET OPERATING (SURPLUS)/DEFICIT	100,449.00	107,099.00	165,592.85	(576,471.97)	(648,906.29)	(114,721.66)	106,535.19	159,030.64	(1,067,971.88)	1,016,040.24	-848.7%
CASH BALANCE			1,111,439.76	1,720,174.18	2,371,046.02	2,493,898.47	2,375,452.58				

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