

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: February 27, 2024

Final Decision Date Deadline: February 27, 2024

**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 January 2024 – 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	Period 4	Period 5	Period 6	Period 7	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August	September	October	November	December	January				
340445 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)	(123,841.95)	(153,839.00)	-	(2,487,075.43)	(427,869.57)	85.3%
<b>TOTAL LICENSES, PRMITS&amp;FEES</b>	<b>(2,914,945.00)</b>	<b>(2,914,945.00)</b>	<b>(17,585.50)</b>	<b>(787,875.98)</b>	<b>(919,573.50)</b>	<b>(344,931.75)</b>	<b>(139,427.75)</b>	<b>(123,841.95)</b>	<b>(153,839.00)</b>	-	<b>(2,487,075.43)</b>	<b>(427,869.57)</b>	<b>85.3%</b>
361701 Interest	(20,000.00)	(20,000.00)	-	-	-	(17,242.17)	-	-	(26,514.44)	-	(43,756.61)	23,756.61	218.8%
361705 Realized Gain	(20,000.00)	(20,000.00)	-	-	-	(17,242.17)	-	-	(8,842.69)	-	(25,084.86)	8,842.69	0.0%
<b>TOTAL INTEREST &amp; REALIZED INCOME</b>	<b>(20,000.00)</b>	<b>(20,000.00)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(17,242.17)</b>	<b>-</b>	<b>-</b>	<b>(35,357.13)</b>	<b>-</b>	<b>(78,841.50)</b>	<b>32,599.30</b>	<b>263.0%</b>
364855 OTHER REV/Misc Other Re	(50,000.00)	(50,000.00)	-	-	-	(15.00)	-	-	-	-	(15.00)	15.00	0.0%
364867 Revenue from Collections Agency	(50,000.00)	(50,000.00)	-	-	-	-	-	(26,212.45)	-	-	(26,212.45)	(23,787.55)	52.4%
337373 Other Grants	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
<b>TOTAL OTHER REVENUE</b>	<b>(50,000.00)</b>	<b>(50,000.00)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(15.00)</b>	<b>-</b>	<b>(26,212.45)</b>	<b>-</b>	<b>-</b>	<b>(26,227.45)</b>	<b>(23,787.55)</b>	<b>52.5%</b>
<b>TOTAL REVENUE</b>	<b>(2,984,945.00)</b>	<b>(2,984,945.00)</b>	<b>(17,585.50)</b>	<b>(787,875.98)</b>	<b>(919,573.50)</b>	<b>(362,188.92)</b>	<b>(139,427.75)</b>	<b>(150,054.40)</b>	<b>(189,196.13)</b>	<b>-</b>	<b>(2,565,902.18)</b>	<b>(419,042.82)</b>	<b>86.0%</b>
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	73,301.78	76,966.68	-	488,489.44	276,867.56	63.8%
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	33,493.58	34,833.34	-	220,181.50	132,919.50	62.4%
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	19,416.58	20,193.24	-	133,740.16	134,905.84	49.8%
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	4,339.00	4,230.79	-	21,840.36	15,724.64	58.1%
400031 OVERTIME/General	2,500.00	2,500.00	284.60	-	-	-	-	-	-	-	284.60	-	11.4%
400048 OTHER PAY/Bilingual Pay	11,470.00	11,470.00	968.02	928.26	928.26	2,541.26	933.94	933.94	939.30	-	8,172.98	3,297.02	71.3%
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	-	2,450.00	1,750.00	58.3%
400053 OTHER PAY/Pension Credit	-	-	1,333.05	1,331.58	1,331.62	1,344.81	1,530.63	1,453.84	1,319.06	-	9,644.59	(9,644.59)	100.0%
400058 400058 OTHER PAY/Bonuses	-	-	-	-	-	-	2,000.00	-	-	-	2,000.00	(2,000.00)	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>119,704.90</b>	<b>118,601.60</b>	<b>121,325.80</b>	<b>135,556.50</b>	<b>135,288.72</b>	<b>138,832.41</b>	<b>-</b>	<b>886,803.63</b>	<b>556,035.37</b>	<b>61.5%</b>
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	1,949.05	2,003.37	-	12,767.38	6,942.62	64.8%
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	20,777.22	23,137.92	-	147,801.24	101,525.76	59.3%
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	1,387.32	1,387.32	-	9,711.24	6,932.76	58.3%
400109 P-ROLL BEN/Employee Assistance	216.00	216.00	18.36	18.36	18.36	18.36	18.36	18.36	18.36	-	128.52	87.48	59.5%
400110 P-ROLL BEN/Professional Dev-Mg	6,750.00	6,750.00	250.00	-	-	-	-	-	297.00	-	547.00	6,203.00	8.1%
400111 P-ROLL BEN/Vision	1,992.00	1,992.00	166.44	166.44	166.44	166.44	166.44	166.44	166.44	-	1,165.08	826.92	58.5%
400112 P-ROLL BEN/Life Insurance	3,931.00	3,931.00	327.53	327.53	327.53	327.53	327.53	327.53	327.53	-	2,292.71	1,638.29	58.3%
400114 P-ROLL BEN/Long Term Disabilit	11,803.00	11,803.00	593.06	599.32	599.53	606.41	663.60	663.60	693.80	-	4,419.32	7,383.68	37.4%
400116 P-ROLL BEN/Unemployment Ins	5,472.00	5,472.00	494.00	532.00	532.00	532.00	608.00	608.00	608.00	-	3,914.00	1,558.00	71.5%
400117 P-ROLL BEN/Personal/Prof Dev	2,250.00	2,250.00	108.32	-	-	-	-	-	230.48	-	338.80	1,911.20	15.1%
400121 P-ROLL BEN/Worker Comp-Clerica	6,923.00	6,923.00	1,242.56	755.50	728.84	723.96	837.17	836.29	856.43	-	5,980.75	942.25	86.4%
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	9,620.32	10,071.04	-	61,709.00	39,621.00	60.9%
400127 P-ROLL BEN/POEB	20,956.00	20,956.00	2,574.30	1,780.24	1,780.24	1,790.53	2,006.08	1,971.98	2,062.22	-	13,965.59	6,990.41	66.6%
400130 P-ROLL BEN/PARS Benefits	-	-	16.20	40.90	26.54	32.24	56.67	55.00	-	-	283.97	(283.97)	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	17,660.56	18,464.32	-	117,397.52	69,577.48	62.8%
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	19,509.60	19,509.60	-	140,895.72	93,224.28	60.2%
<b>TOTAL FRINGE BENEFITS</b>	<b>868,399.00</b>	<b>868,399.00</b>	<b>75,010.45</b>	<b>72,153.57</b>	<b>72,097.02</b>	<b>72,529.40</b>	<b>76,085.88</b>	<b>75,783.17</b>	<b>79,658.35</b>	<b>-</b>	<b>523,317.84</b>	<b>345,081.16</b>	<b>60.3%</b>
400201 PROF SVCS/Professional Svcs	263,400.00	270,050.00	-	252.57	1,422.57	9,207.60	1,250.15	2,250.15	1,329.97	-	18,951.99	15,813.01	12.9%
400206 PROF SVCS/Legal Serv Cost	275,000.00	275,000.00	-	16,666.00	16,666.00	16,666.00	16,666.00	16,666.00	16,666.00	100,004.00	99,996.00	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	-	-	-	-	-	-	510.00	-	510.00	1,140.00	30.9%
400271 AD & PROMO/Advertising&Promo	800.00	800.00	-	-	-	649.00	-	-	-	-	649.00	151.00	81.1%
400272 400272 AD & PROMO/Community Ev	-	-	-	-	-	-	-	-	1.00	-	1.00	(1.00)	100.0%
400280 ADM EXP/Program Supplies	5,808.00	5,808.00	-	491.07	-	1,064.42	491.07	491.07	491.07	-	3,028.70	2,779.30	52.1%
<b>TOTAL PROF &amp; ADMIN SERVICES</b>	<b>547,458.00</b>	<b>554,108.00</b>	<b>-</b>	<b>17,409.64</b>	<b>18,088.57</b>	<b>27,587.02</b>	<b>18,407.22</b>	<b>19,507.22</b>	<b>18,998.04</b>	<b>118,955.99</b>	<b>119,997.71</b>	<b>315,154.30</b>	<b>43.1%</b>
400231 OFF EXP/Postage & Mailing	-	-	206.55	-	4,229.91	111.90	362.32	46.79	181.19	-	5,138.66	(5,138.66)	0.0%
400232 OFF EXP/Printing & Binding	15,425.00	15,425.00	2,967.65	-	-	1,393.54	-	35.99	-	-	4,397.18	11,027.82	28.5%
400233 OFF EXP/Copying & Duplicating	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
400304 RENTAL EXP/Equipment Rental	9,000.00	9,000.00	-	186.58	-	373.16	186.58	186.58	795.44	4,510.62	1,728.34	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	159.97	154.32	-	1,616.78	(16.78)	101.0%
400341 OFF SUPP/Office Supplies	5,000.00	5,000.00	-	1,611.89	-	199.62	191.20	238.55	527.47	-	2,768.73	2,231.27	55.4%
<b>TOTAL OTHER OPERATING</b>	<b>33,425.00</b>	<b>33,025.00</b>	<b>3,174.20</b>	<b>2,135.90</b>	<b>4,229.91</b>	<b>2,909.04</b>	<b>874.34</b>	<b>667.88</b>	<b>1,658.42</b>	<b>4,510.62</b>	<b>15,649.69</b>	<b>12,864.69</b>	<b>61.0%</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>500.00</b>	<b>-</b>	<b>0.0%</b>
400538 CONTRACT SVCS/Oth Cntrc	400.00	400.00	-	-	28.11	-	-	-	28.11	-	3.78	360.00	15.0%
400552 PROV FR INS LOSS/Ins Gen Liab	9,300.00	9,300.00	-	-	-	8,077.00	-	-	1,118.00	40.00	9,195.00	65.00	99.3%
<b>TOTAL PROVISION FOR INS LOSS</b>	<b>9,300.00</b>	<b>9,300.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,077.00</b>	<b>-</b>	<b>-</b>	<b>1,118.00</b>	<b>40.00</b>	<b>9,195.00</b>	<b>65.00</b>	<b>99.3%</b>
400574 COST POOL/ISF-Gen Liability	217,744.00	217,744.00	-	-	54,439.00	18,145.00	18,145.00	18,145.00	18,145.00	-	127,010.00	90,725.00	58.3%
400586 COST POOL/(CAP)-Admin Charges	52,481.00	52,481.00	-	-	13,124.00	4,373.00	4,373.00	4,373.00	4,373.00	-	30,616.00	21,865.00	58.3%
400591 COST POOL/(IND)Civic Ctr Alloc	60,248.00	60,248.00	-	-	15,059.00	5,021.00	5,021.00	5,021.00	5,021.00	-	35,143.00	25,105.00	58.3%
<b>TOTAL COST POOL</b>	<b>330,473.00</b>	<b>330,473.00</b>	<b>-</b>	<b>-</b>	<b>82,622.00</b>	<b>27,539.00</b>	<b>27,539.00</b>	<b>27,539.00</b>	<b>27,539.00</b>	<b>-</b>	<b>192,778.00</b>	<b>137,695.00</b>	<b>58.3%</b>
400601 NONCAP ASST/Comp Hrdware<K	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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,000.00</b>	<b>-</b>	<b>0.0%</b>
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)	(12,500.00)	(12,500.00)	-	(87,500.00)	(62,500.00)	58.3%
90 OPER XFRS IN	(150,000.00)	(150,000.00)	(12,500.00)	-	(25								

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