

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: March 20, 2024

Final Decision Date Deadline: March 20, 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

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|---|--|--|--|
| <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 February 2024 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

G-3.

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

ITEM G-3

OBJECT	Period 1		Period 2		Period 3		Period 4		Period 5		Period 6		Period 7		Period 8		ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
	ORIGINAL BUDGET	ADOPTED BUDGET	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL				
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)	(35,921.00)	-	-	-	-	-	-	(2,522,996.43)	(391,948.57)	86.6%	
TOTAL LICENCES, PERMITS&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)	(35,921.00)	-	-	-	-	-	-	(2,522,996.43)	(391,948.57)	86.6%	
361701 Interest	(20,000.00)	(20,000.00)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(43,756.61)	23,756.61	218.8%	
361705 Realized Gain	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(8,842.69)	8,842.69	0.0%	
TOTAL INTEREST & REALIZED INCOME	(20,000.00)	(20,000.00)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(52,599.30)	32,599.30	263.0%	
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)	-	-	-	-	-	-	-	-	(26,212.45)	-	-	-	-	-	(26,212.45)	(23,787.55)	52.4%	
337373 Other Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	
TOTAL OTHER REVENUE	(50,000.00)	(50,000.00)	-	-	-	-	(15.00)	-	-	-	(26,212.45)	-	-	-	-	-	(26,227.45)	(23,787.55)	52.5%	
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)	(150,054.40)	(189,196.13)	(35,921.00)	-	-	-	-	-	-	(2,601,823.18)	(385,121.82)	87.2%	
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	76,966.68	-	-	-	-	-	-	565,456.12	199,900.88	73.9%	
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	35,060.16	-	-	-	-	-	-	255,241.66	97,859.34	72.3%	
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	20,193.24	-	-	-	-	-	-	153,933.40	114,712.60	57.3%	
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	4,339.00	4,230.79	6,954.41	-	-	-	-	-	28,794.77	8,770.23	76.7%	
400051 OVERTIME/General	2,500.00	2,500.00	284.60	-	-	-	-	-	-	-	-	-	-	-	-	-	284.60	2,215.40	11.4%	
400048 OTHER PAY/Billingual Pay	11,470.00	11,470.00	968.02	928.26	928.26	2,541.26	933.94	939.30	939.30	939.30	-	-	-	-	-	-	1,112.28	2,357.72	79.4%	
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	350.00	-	-	-	-	-	-	2,800.00	1,400.00	66.7%	
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	1,526.50	-	-	-	-	-	-	1,171.09	(1,171.09)	100.0%	
400058 400058 OTHER PAY/Bonuses	-	-	-	-	-	-	-	2,000.00	-	-	-	-	-	-	-	-	2,000.00	(2,000.00)	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	135,558.50	135,288.72	138,832.41	141,990.29	-	-	-	-	-	-	1,028,793.92	414,045.08	71.3%	
400103 P-ROLL BEN/Medicare Tax-Res Shr	19,710.00	19,710.00	1,694.62	1,721.51	1,705.50	1,744.83	1,949.50	1,949.05	2,003.37	2,045.82	-	-	-	-	-	-	14,818.21	4,896.80	75.2%	
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	23,137.92	-	-	-	-	-	-	170,939.16	78,387.84	68.6%	
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	1,387.32	-	-	-	-	-	-	11,098.56	5,545.44	66.7%	
400109 P-ROLL BEN/Employee Assistance	216.00	216.00	18.36	18.36	18.36	18.36	18.36	18.36	18.36	18.36	-	-	-	-	-	-	146.88	69.12	68.0%	
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	166.44	-	-	-	-	-	-	1,331.52	660.48	66.8%	
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	327.53	-	-	-	-	-	-	2,620.24	1,310.76	65.7%	
400114 P-ROLL BEN/Long Term Disabilt	11,803.00	11,803.00	593.06	599.32	599.53	606.41	663.60	693.80	696.18	696.18	-	-	-	-	-	-	5,115.50	6,687.50	43.3%	
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	608.00	-	-	-	-	-	-	4,522.00	950.00	82.6%	
400117 P-ROLL BEN/Personal/Prof Dev	2,250.00	2,250.00	108.32	-	-	-	-	-	230.48	-	-	-	-	-	-	-	613.29	1,636.71	27.3%	
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	985.25	-	-	-	-	-	-	6,966.00	(43.00)	100.6%	
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	10,091.59	-	-	-	-	-	-	71,800.59	29,529.41	70.9%	
400127 P-ROLL BEN/OEB	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	2,065.78	-	-	-	-	-	-	16,031.37	4,924.63	76.5%	
400130 P-ROLL BEN/PARS Benefits	-	-	16.20	40.90	26.54	-	56.67	56.42	55.00	90.41	-	-	-	-	-	-	374.38	(374.38)	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	18,495.83	-	-	-	-	-	-	135,893.35	51,081.65	72.7%	
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	19,509.60	-	-	-	-	-	-	160,405.32	73,714.68	68.5%	
TOTAL FRINGE BENEFITS	868,399.00	868,399.00	75,010.45	72,153.57	72,097.02	72,529.40	76,085.88	75,783.17	79,658.35	79,900.52	-	-	-	-	-	-	625,218.36	265,180.64	69.5%	
400201 PROF SVCS/Professional Svcs	263,400.00	270,050.00	-	252.57	1,422.57	9,207.60	1,250.15	2,350.15	1,329.97	(5,209.85)	17,191.84	-	-	-	-	-	10,603.16	242,250.00	10.3%	
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	16,666.00	-	-	-	-	-	-	83,338.00	116,662.00	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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,032.75	617.25	62.6%	
400271 AD & PROMO/Advertising&Promo	800.00	800.00	-	-	-	649.00	-	-	-	-	-	-	-	-	-	-	649.00	151.00	81.1%	
400272 400272 AD & PROMO/Community Ev	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100.0%	
400280 ADM EXP/Program Supplies	5,808.00	5,808.00	-	491.07	-	1,064.42	491.07	491.07	491.07	491.07	-	-	-	-	-	-	3,519.77	2,288.23	60.6%	
TOTAL PROF & ADMIN SERVICES	547,458.00	554,108.00	-	17,409.64	18,088.57	17,587.02	18,407.22	18,907.22	18,998.04	12,469.97	100,529.84	-	-	-	-	-	132,467.68	321,110.48	42.0%	
400231 OFF EXP/Postage & Mailing	-	-	206.55	-	4,229.91	111.90	362.32	46.79	181.19	382.99	-	-	-	-	-	-	5,521.65	(5,521.65)	0.0%	
400232 OFF EXP/Printing & Binding	15,425.00	15,425.00	2,967.65	-	-	1,393.54	-	35.99	-	203.65	-	-	-	-	-	-	4,600.83	10,824.17	29.8%	
400233 OFF EXP/Copying & Duplicating	-	-	-	-	-	-	-	-	-	767.86	-	-	-	-	-	-	767.86	(767.86)	0.0%	
400304 RENTAL EXP/Equipment Rental	9,000.00	9,000.00	-	186.58	-	373.16	186.58	186.58	795.44	-	3,742.76	-	-	-	-	-	1,728.34	3,528.90	60.8%	
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	212.51	-	-	-	-	-	-	1,829.29	(229.29)	114.3%	
400341 OFF SUPP/Office Supplies	5,000.00	5,000.00	-	1,611.89	-	199.62	191.20	238.55	527.47	263.77	-	-	-	-	-	-	3,032.50	1,967.50	60.7%	
TOTAL OTHER OPERATING	33,425.00	33,025.00	3,174.20	2,135.90	4,229.91	2,909.04	874.34	667.88	1,658.42	1,830.78	3,742.76	17,480.47	-</							

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