

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: April 17, 2024

Final Decision Date Deadline: April 17, 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 March 2024 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

G-4.

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

ITEM G-4

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August	September	October	November	December	January	February	March				
340445 Rental Housing Fees	(2,314,945)	(3,004,698)	(17,585.50)	(787,875.98)	(919,573.50)	(344,931.75)	(139,427.75)	(123,841.95)	(153,839.00)	(35,921.00)	(95,538.25)	-	(2,618,534.68)	(386,163.32)	87.1%
TOTAL LICENSES, PRMITS&FEES	(2,314,945)	(3,004,698)	(17,585.50)	(787,875.98)	(919,573.50)	(344,931.75)	(139,427.75)	(123,841.95)	(153,839.00)	(35,921.00)	(95,538.25)	-	(2,618,534.68)	(386,163.32)	87.1%
361701 Interest	(20,000)	(20,000)	-	-	-	(17,242.17)	-	-	(26,514.44)	-	-	-	(43,756.61)	23,756.61	218.8%
361705 Realized Gain	-	-	-	-	-	-	-	-	(8,842.69)	-	-	-	(8,842.69)	8,842.69	0.0%
TOTAL INTEREST & REALIZED INCOME	(20,000)	(20,000)	-	-	-	(17,242.17)	-	-	(35,357.13)	-	-	-	(52,599.30)	32,599.30	263.0%
364855 OTHER REV/Misc Other Fe	-	-	-	-	-	-	-	-	-	-	-	-	(23.00)	23.00	0.0%
364867 Revenue from Collections Agency	(50,000)	(50,000)	-	-	-	-	-	-	-	-	-	(8.00)	(8.00)	(23,787.55)	52.4%
337373 Other Grants	-	-	-	-	-	-	-	-	(26,212.45)	-	-	-	(26,212.45)	(23,787.55)	0.0%
TOTAL OTHER REVENUE	(50,000)	(50,000)	-	-	-	-	-	-	(26,212.45)	-	-	-	(8.00)	(23,787.55)	52.5%
TOTAL REVENUE	(2,384,945)	(3,074,698)	(17,585.50)	(787,875.98)	(919,573.50)	(362,188.92)	(139,427.75)	(150,054.40)	(189,196.13)	(35,921.00)	(95,546.25)	-	(2,697,369.43)	(377,328.57)	87.7%
400001 SALARIES & WAGES/Executive	765,357	846,234	65,519.38	65,521.38	65,523.38	66,182.88	75,473.98	73,301.78	76,966.68	76,966.68	76,966.68	-	642,422.80	203,811.20	75.9%
400002 SALARIES & WAGES/Agent-Local 21	353,101	367,225	29,114.00	29,749.00	29,749.00	29,749.00	33,493.58	33,493.58	34,833.34	35,060.16	37,022.88	-	292,264.54	74,960.46	79.6%
400003 SALARIES & WAGES/Local 1021	268,646	337,653	18,678.44	18,678.44	18,678.44	18,678.44	19,416.58	19,416.58	20,193.24	20,193.24	21,894.18	-	17,827.58	16,825.42	52.1%
400006 SALARIES & WAGES/PT-Temp	37,565	37,565	1,246.21	1,346.24	2,040.90	2,479.43	4,357.79	4,357.79	4,230.79	6,954.41	5,406.26	-	34,201.03	3,363.97	91.0%
4000011 OVERTIME/General	2,500	2,500	284.60	-	-	-	-	-	-	-	-	-	284.60	2,215.40	11.4%
400048 OTHER PAY/Billingal Pay	11,470	968.02	928.26	928.26	928.26	2,541.26	933.94	933.94	939.30	939.30	939.30	-	10,051.58	1,418.42	87.6%
400049 OTHER PAY/Auto Allowance	4,200	4,200	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	-	3,150.00	1,050.00	75.0%
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	1,526.50	-	12,697.59	(12,697.59)	100.0%
400058 400058 OTHER PAY/Bonuses	-	63,615	-	-	-	-	-	-	2,000.00	-	-	-	2,000.00	61,615.00	3.1%
TOTAL SALARIES AND WAGES	1,442,839	1,670,462	117,493.70	119,704.90	118,601.60	121,325.80	135,556.50	135,288.72	138,832.41	141,990.29	144,105.80	-	1,172,899.72	497,562.28	70.2%
400103 P-ROLL BEN/Medicare Tax-ER Shr	19,710	20,774	1,699.62	1,721.51	1,705.50	1,744.83	1,948.50	1,949.05	2,003.37	2,045.82	2,061.62	-	16,874.82	3,899.18	81.2%
400105 P-ROLL BEN/Health Insurance Be	249,327	271,329	20,777.21	20,777.21	20,777.21	20,777.21	20,777.21	20,777.21	21,317.92	21,317.92	21,317.92	-	194,077.08	77,251.92	71.5%
400106 P-ROLL BEN/Dental Insurance	16,644	18,031	1,387.32	1,387.32	1,387.32	1,387.32	1,387.32	1,387.32	1,387.32	1,387.32	1,387.32	-	12,485.88	5,545.12	69.2%
400109 P-ROLL BEN/Employee Assistance	216	234	18.36	18.36	18.36	18.36	18.36	18.36	18.36	18.36	18.36	-	165.24	68.76	70.6%
400110 P-ROLL BEN/Professional Dev-Mg	6,750	7,500	250.00	-	-	-	-	-	297.00	-	-	-	547.00	6,953.00	7.3%
400111 P-ROLL BEN/Vision	1,992	2,158	166.44	166.44	166.44	166.44	166.44	166.44	166.44	166.44	166.44	-	1,497.96	660.04	69.4%
400112 P-ROLL BEN/Life Insurance	3,931	3,931	327.53	327.53	327.53	327.53	327.53	327.53	327.53	327.53	327.53	-	2,947.77	983.23	75.0%
400114 P-ROLL BEN/Long Term Disability	11,803	11,996	593.06	599.32	599.53	606.41	663.60	663.60	693.80	696.18	700.16	-	5,815.66	6,180.34	48.5%
400116 P-ROLL BEN/Unemployment Ins	5,472	5,928	494.00	532.00	532.00	532.00	608.00	608.00	608.00	608.00	608.00	-	5,130.00	798.00	86.5%
400117 P-ROLL BEN/Personal/Prof Dev	2,250	108.32	-	-	-	-	-	230.48	-	274.49	(750.00)	-	(136.71)	2,386.71	-11.6%
400121 P-ROLL BEN/Worker Comp-Clerica	6,923	6,923	1,242.56	755.50	728.84	729.96	837.17	836.29	856.43	985.25	992.46	-	7,958.46	(1,035.46)	115.0%
400122 P-ROLL BEN/Worker Comp-Prof	101,330	101,330	6,397.46	6,381.32	6,381.32	6,640.63	9,817.12	9,630.32	10,071.04	10,091.59	10,260.41	-	82,070.00	19,260.00	81.0%
400127 P-ROLL BEN/OP&B	20,956	32,127	2,574.30	1,780.24	1,780.24	1,790.53	2,006.08	1,971.98	2,062.22	2,065.78	2,123.31	-	18,154.68	13,972.32	56.5%
400130 P-ROLL BEN/P&RS Benefits	-	-	16.20	40.90	26.54	32.24	56.67	56.67	55.00	90.41	70.27	-	444.65	(444.65)	100.0%
400149 P-ROLL BEN/P&RS-Misc	186,975	15,124.94	15,956.41	15,956.68	16,272.34	17,962.27	17,962.27	17,660.56	18,464.32	18,495.83	19,004.72	-	154,898.07	32,076.93	82.8%
400151 P-ROLL BEN/P&RS-Misc (LUAL)	234,120	309,894	23,838.12	19,509.60	19,509.60	20,509.60	19,509.60	19,509.60	19,509.60	19,509.60	19,509.60	-	179,914.92	129,979.08	58.1%
TOTAL PRINCE BENEFITS	868,399	961,880	75,010.45	72,097.02	72,097.02	72,528.46	76,985.88	75,783.17	79,658.35	79,900.52	79,627.12	-	682,845.48	299,534.52	69.6%
400201 PROF SVCS/Professional Svcs	263,400	140,753	-	152.57	1,422.57	9,207.60	1,250.15	2,350.15	1,329.97	(5,209.85)	4,477.17	20,214.67	15,080.33	105,455.22	25.1%
400206 PROF SVCS/Legal Serv Cost	275,000	275,000	-	16,666.00	16,666.00	16,666.00	16,666.00	16,666.00	16,666.00	16,666.00	16,666.00	-	133,328.00	75,000.00	72.7%
400220 PROF SVCS/Info Tech Ser	2,547	-	-	-	-	-	-	-	-	-	-	-	-	2,546.78	0.0%
400245 TRAVEL & TRNG/Tuition Rmb/Cer	800	800	-	-	-	-	-	-	-	-	-	-	-	800.00	0.0%
400261 DUES & PUB/Memberships & Dues	1,650	1,650	-	-	-	-	-	-	510.00	522.75	-	-	1,032.75	617.25	62.6%
400271 AD & PROMO/Advertising&Promo	800	800	-	-	-	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	5,808	-	491.07	-	1,064.42	491.07	491.07	491.07	491.07	615.02	-	4,134.79	1,673.21	71.2%
TOTAL PROF & ADMIN SERVICES	547,458	427,358	17,409.64	18,088.57	27,587.02	27,587.02	18,407.22	15,907.22	18,998.04	12,469.97	21,758.19	86,886.67	154,225.87	186,244.46	56.4%
400231 OFF EXP/Postage & Mailing	-	15,355	206.55	-	-	4,229.91	111.90	362.32	46.79	181.19	382.99	-	5,521.65	9,833.35	0.0%
400232 OFF EXP/Printing & Binding	15,425	15,425	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	9,000	-	186.58	-	373.16	186.58	186.58	795.44	-	186.57	-	3,556.19	1,914.91	60.8%
400321 Misc Exp/Misc Contrib	2,000	2,000	-	-	-	-	-	-	-	-	-	-	2,000.00	2,000.00	0.0%
400322 Misc Exp/Misc Exp	2,000	5,000	-	337.43	-	830.82	134.24	159.97	154.32	212.51	-	-	1,829.29	3,170.71	36.6%
400341 OFF SUPP/Office Supplies	5,000	5,000	-	1,611.89	-	199.62	191.20	238.55	527.47	263.77	312.62	-	3,354.12	1,645.88	67.1%
TOTAL OTHER OPERATING	33,425	51,780	3,174.20	2,135.90	4,229.91	2,909.04	874.34	667.88	1,658.42	1,830.78	508.19	3,556.19	17,988.66	30,235.15	41.6%
400401 UTILITIES/Tel & Telegraph	500	500	-	-	-	-	-	-	-	-	-	-	500.00	500.00	0.0%
TOTAL UTILITIES	500	500	-	-	-	-	-	-	-	-	-	-	500.00	500.00	0.0%
400538 CONTRACT SVCS/OTH Cntrc	-	-	-	-	28.11	-	-	-	28.11	-	-	3.78	56.22	(60.00)	100.0%
400552 PROV FR INS LOSS/Ins Gen Liab	9,300	9,300	-	-	-	8,077.00	-	-	1,118.00	-	-	40.00	9,195.00	65.00	99.3%
TOTAL PROVISION FOR INS LOSS	9,300	9,300	-	-	-	8,077.00	-	-	1,118.00	-	-	40.00	9,195.00	65.00	99.3%
400574 COST POOL/ISF-Gen Liability	217,744	217,744	-	-	54,439.00	18,145.00	18,145.00	18,145.00	18,145.00	18,145.00	18,145.00	-	163,309.00	54,435.00	75.0%
400586 COST POOL/CAP-Admin Charges	52,481	52,481	-	-	13,124.00	4,373.00	4,373.00	4,373.00	4,373.00	4,373.00	4,373.00	-	39,362.00	13,119.00	75.0%
400591 COST POOL/INDC&C Ctr Alloc	60,248	60,248	-	-	15,059.00	5,021.00	5,021.00	5,021.00	5,021.00	5,021.00	5,021.00	-	45,181.00	15,067.00	75.0%
TOTAL COST POOL	330,473	330,473	-	-	82,622.00	27,539.00	27,539.00	27,539.00	27,539.00						

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