

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: June 28, 2024

Final Decision Date Deadline: June 28, 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 May 2024 – Rent Program (Fred Tran 620-6537). *This item was continued from the June 17, 2024, Regular Rent Board Meeting.*

AGENDA ITEM NO:

**G-6.**

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

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August	September	October	November	December	January	February	March	April	May				
34045 Rental Housing Fees	(2,914,945)	(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)	(49,452.50)	(138,960.50)	-	(2,806,947.68)	(197,750.32)	93.4%
<b>TOTAL LICENSES, PRMITS&amp;FEES</b>	<b>(2,914,945)</b>	<b>(3,004,698)</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>(35,921.00)</b>	<b>(95,538.25)</b>	<b>(49,452.50)</b>	<b>(138,960.50)</b>	-	<b>(2,806,947.68)</b>	<b>(197,750.32)</b>	<b>93.4%</b>
361701 Interest	(20,000)	(20,000)	-	-	-	(17,242.17)	-	-	(26,514.44)	-	(19,111.36)	-	-	-	(62,867.97)	42,867.97	314.3%
361705 Realized Gain	-	-	-	-	-	-	-	-	(8,842.69)	-	-	(260.84)	-	-	(9,103.53)	9,103.53	0.0%
<b>TOTAL INTEREST &amp; REALIZED INCOME</b>	<b>(20,000)</b>	<b>(20,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(17,242.17)</b>	<b>-</b>	<b>-</b>	<b>(35,357.13)</b>	<b>-</b>	<b>(19,372.20)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(71,971.50)</b>	<b>51,971.50</b>	<b>359.9%</b>
364855 OTHER REV/Misc Other Re	-	-	-	-	-	(15.00)	-	-	-	-	(8.00)	-	(15.00)	-	(38.00)	38.00	0.0%
364867 Revenue from Collections Agency	(50,000)	(50,000)	-	-	-	-	-	(26,212.45)	-	-	-	-	-	-	(26,212.45)	(23,787.55)	52.4%
337373 Other Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
<b>TOTAL OTHER REVENUE</b>	<b>(50,000)</b>	<b>(50,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(15.00)</b>	<b>-</b>	<b>(26,212.45)</b>	<b>-</b>	<b>-</b>	<b>(8.00)</b>	<b>-</b>	<b>(15.00)</b>	<b>-</b>	<b>(26,250.45)</b>	<b>(23,787.55)</b>	<b>52.5%</b>
<b>TOTAL REVENUE</b>	<b>(2,964,945)</b>	<b>(3,074,698)</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>(35,921.00)</b>	<b>(95,546.25)</b>	<b>(68,824.70)</b>	<b>(138,975.50)</b>	<b>-</b>	<b>(2,905,169.63)</b>	<b>(169,528.37)</b>	<b>94.5%</b>
400001 SALARIES & WAGES/Executive	765,357	846,234	65,519.38	65,521.38	65,523.38	66,182.86	75,473.98	73,301.78	76,966.68	76,966.68	76,966.68	76,966.68	80,258.35	-	799,647.83	46,586.17	94.5%
400002 SALARIES & WAGES/Mgmt-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	35,699.82	35,949.32	-	363,913.68	3,311.32	99.1%
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	20,854.64	29,259.84	-	225,942.06	111,710.94	66.9%
400006 SALARIES & WAGES/PT- Temp	37,565	37,565	1,246.21	3,146.24	2,040.90	2,479.43	4,357.79	4,339.00	4,230.79	6,954.41	5,406.26	5,137.66	5,655.33	-	44,994.02	(7,429.02)	119.8%
400031 OVERTIME/General	2,500	2,500	284.60	-	-	-	-	-	-	-	66.97	102.56	102.56	-	454.13	2,045.87	18.2%
400048 OTHER PAY/Bilingual Pay	11,470	11,470	968.02	928.26	928.26	2,541.26	933.94	933.94	939.30	939.30	939.30	939.30	939.30	-	11,930.18	(460.18)	104.0%
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	350.00	350.00	-	3,850.00	350.00	91.7%
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	1,526.50	1,526.50	1,526.50	-	15,750.59	(15,750.59)	100.0%
400058 400058 OTHER PAY/Bonuses	-	63,615	-	-	-	-	-	-	-	-	-	-	-	-	2,000.00	61,615.00	3.1%
<b>TOTAL SALARIES AND WAGES</b>	<b>1,442,839</b>	<b>1,670,462</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>141,990.29</b>	<b>144,105.80</b>	<b>141,541.57</b>	<b>154,041.20</b>	<b>-</b>	<b>1,468,482.49</b>	<b>201,979.51</b>	<b>87.9%</b>
400103 P-ROLL BEN/Medicare Tax-ER Shr	19,710	20,774	1,694.62	1,721.51	1,705.50	1,744.83	1,948.50	1,949.05	2,003.37	2,045.82	2,061.62	2,054.43	2,216.58	-	21,145.83	(371.83)	101.8%
400105 P-ROLL BEN/Health Insurance Be	249,327	271,329	20,777.22	20,777.22	20,777.22	20,777.22	20,777.22	20,777.22	23,137.92	23,137.92	23,137.92	23,137.92	24,162.60	-	241,377.60	29,951.40	89.0%
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	1,387.32	1,618.54	-	15,491.74	2,539.26	85.9%
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	18.36	21.42	-	205.02	28.98	87.6%
400110 P-ROLL BEN/Professional Dev-Mg	6,750	7,500	250.00	-	-	-	-	-	-	-	297.00	-	750.00	-	1,297.00	6,203.00	17.3%
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	166.44	194.18	-	1,858.58	299.42	86.1%
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	327.53	337.13	-	3,612.43	318.57	91.9%
400114 P-ROLL BEN/Long Term Disabilit	11,803	11,996	599.06	599.32	599.53	606.41	663.60	663.60	693.80	696.18	700.16	701.82	754.10	-	7,271.58	4,724.42	60.6%
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	608.00	700.00	-	6,346.00	107.00	107.1%
400117 P-ROLL BEN/Personal/Prof Dev	2,250	2,250	108.32	-	-	-	-	230.48	274.49	274.49	(750.00)	567.19	-	-	430.48	1,819.52	19.1%
400121 P-ROLL BEN/Worker Comp-Clerica	6,923	6,923	1,242.56	755.50	728.84	723.96	837.17	836.29	856.43	985.25	992.46	915.65	1,337.70	-	10,211.81	(3,288.81)	147.5%
400122 P-ROLL BEN/Worker Comp-Prof	101,330	101,330	6,397.46	8,581.22	8,581.22	8,640.62	9,817.12	9,620.32	10,071.04	10,091.59	10,269.41	10,149.54	10,172.14	-	102,391.68	(1,061.68)	101.0%
400127 P-ROLL BEN/OPEB	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	2,086.22	2,222.10	-	2,222.10	9,664.00	69.9%
400130 P-ROLL BEN/PARS Benefits	16.20	40.90	16.20	40.90	26.54	32.24	56.67	56.42	55.00	90.41	70.27	66.79	74.85	-	586.29	(566.29)	100.0%
400149 P-ROLL BEN/PERS-Misc	186,975	186,975	15,124.94	15,956.41	15,956.68	16,272.34	17,962.27	17,660.56	18,464.32	18,495.83	19,004.72	18,676.56	20,335.91	-	193,910.54	(6,935.54)	103.7%
400151 P-ROLL BEN/PERS-Misc (UAL)	234,120	309,894	23,838.12	19,509.60	19,509.60	19,509.60	19,509.60	19,509.60	19,509.60	19,509.60	19,509.60	19,509.60	22,761.20	-	222,185.72	87,708.28	71.7%
<b>TOTAL FRINGE BENEFITS</b>	<b>868,399</b>	<b>981,380</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>79,900.52</b>	<b>79,627.12</b>	<b>81,085.37</b>	<b>86,854.45</b>	<b>-</b>	<b>850,785.30</b>	<b>130,598.70</b>	<b>86.7%</b>
400201 PROF SVCS/Professional Svcs	263,400	140,753	-	252.57	1,422.57	9,207.60	1,250.15	2,350.15	1,329.97	(5,209.85)	4,477.17	1,606.07	880.15	-	17,566.55	105,458.22	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	16,666.00	16,666.00	-	33,340.00	166,660.00	72.7%
400220 PROF SVCS/Info Tech Ser	800	2,547	-	-	-	-	-	-	-	-	-	-	-	-	2,546.78	800.00	0.0%
400245 TRAVEL & TRNG/Tuition Rmb/Cer	800	800	-	-	-	-	-	-	-	-	-	-	-	-	-	800.00	0.0%
400251 DUES & PUB/Memberships & Dues	1,650	1,650	-	-	-	-	-	-	510.00	522.75	-	522.75	-	-	1,555.50	94.50	94.3%
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)	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	503.97	-	-	4,638.76	1,169.24	79.9%
<b>TOTAL PROF &amp; ADMIN SERVICES</b>	<b>547,458</b>	<b>427,358</b>	<b>17,409.64</b>	<b>18,088.57</b>	<b>27,587.02</b>	<b>18,407.22</b>	<b>18,407.22</b>	<b>19,507.22</b>	<b>18,998.04</b>	<b>12,469.97</b>	<b>21,758.19</b>	<b>19,298.79</b>	<b>17,546.15</b>	<b>51,068.45</b>	<b>191,070.81</b>	<b>185,218.74</b>	<b>56.7%</b>
400231 OFF EXP/Postage & Mailing	15,355	15,355	206.55	-	4,229.91	111.90	362.32	46.79	181.19	382.99	466.24	3,189.33	-	-	9,177.22	6,177.78	0.0%
400232 OFF EXP/Printing & Binding	15,425	15,425	2,967.65	-	-	1,393.54	-	35.99	-	203.65	-	126.19	431.87	-	5,158.89	10,266.11	33.4%
400233 OFF EXP/Copying & Duplicating	-	-	-	-	-	-	-	-	-	767.86	-	186.58	-	-	954.44	(954.44)	0.0%
400304 RENTAL EXP/Equipment Rental	9,000	9,000	-	186.58	-	373.16	186.58	186.58	795.44	-	186.57	-	102.90	-	3,369.61	1,914.91	58.7%
400321 MISC EXP/Misc Contrib	2,000	2,000	-	-	-	-	-	-	-	-	-	-	-	-	1,897.10	1,092.90	51.1%
400322 MISC EXP/Misc Exp	2,000	5,000	-	337.43	-	830.82	134.24	159.97	154.32	212.51	-	-	-	-	1,825.29	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	321.62	921.98	-	-	4,276.10	723.90	85.5%
<b>TOTAL OTHER OPERATING</b>	<b>33,425</b>	<b>51,780</b>															

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