

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: February 16, 2022

Final Decision Date Deadline: February 16, 2022

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 2021-22 Monthly Revenue and Expenditure Report through January 2022 – 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 2021-22

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	(2,893,854.00)	(2,893,854.00)	(691,167.85)	(662,750.30)	(536,446.55)	(86,825.20)	(49,226.30)	(94,505.60)	(38,778.65)	-	(2,159,700.45)	(734,153.55)	74.6%
TOTAL LICENSES, PRMITS&FEES	(2,893,854.00)	(2,893,854.00)	(691,167.85)	(662,750.30)	(536,446.55)	(86,825.20)	(49,226.30)	(94,505.60)	(38,778.65)	-	(2,159,700.45)	(734,153.55)	74.6%
361701 Interest	(14,460.00)	(14,460.00)	-	-	-	(838.30)	-	-	(912.08)	-	(1,750.38)	(12,709.62)	12.1%
361705 Realized Gain	-	-	-	-	-	(1,287.30)	-	-	(630.03)	-	(1,917.33)	1,917.33	100.0%
TOTAL INTEREST INCOME	(14,460.00)	(14,460.00)	-	-	-	(2,125.60)	-	-	(1,542.11)	-	(3,667.71)	(10,792.29)	25.4%
364867 Revenue from Collections Agency	(30,000.00)	(30,000.00)	-	-	(2,220.00)	-	-	-	(8,012.25)	-	(10,232.25)	(19,767.75)	34.1%
337373 Other Grants	-	-	-	-	-	-	-	(5,000.00)	-	-	(5,000.00)	5,000.00	100.0%
TOTAL OTHER REVENUE	(30,000.00)	(30,000.00)	-	-	(2,220.00)	-	-	(5,000.00)	(8,012.25)	-	(15,232.25)	(19,767.75)	50.8%
TOTAL REVENUE	(2,938,314.00)	(2,938,314.00)	(691,167.85)	(662,750.30)	(538,666.55)	(88,950.80)	(49,226.30)	(99,505.60)	(48,333.01)	-	(2,178,600.41)	(759,713.59)	74.1%
400001 SALARIES & WAGES/Executive	677,048.00	677,048.00	45,587.34	49,595.08	57,704.02	57,704.02	57,704.02	57,704.02	58,915.50	-	384,914.00	292,134.00	56.9%
400002 SALARIES & WAGES/Mgmt-Local 21	323,312.00	323,312.00	11,836.06	11,836.06	11,836.06	11,836.06	11,836.06	11,836.06	11,836.06	-	82,852.42	240,459.58	25.6%
400003 SALARIES & WAGES/Local 1021	196,625.00	196,625.00	11,232.16	11,232.16	11,232.16	11,232.16	11,232.16	11,232.16	11,232.16	-	78,625.12	117,999.88	40.0%
400006 SALARIES & WAGES/PT- Temp	43,036.00	43,036.00	2,190.73	2,637.71	3,657.61	1,362.83	2,843.07	3,028.35	3,325.24	-	19,045.54	23,990.46	44.3%
400031 OVERTIME/General	-	-	642.96	708.11	(642.96)	-	-	-	-	-	708.11	(708.11)	100.0%
400048 OTHER PAY/Bilingual Pay	10,237.00	10,237.00	350.00	647.46	944.92	651.96	651.96	651.96	651.96	-	4,550.22	5,686.78	44.4%
400049 OTHER PAY/Auto Allowance	4,200.00	4,200.00	-	350.00	700.00	350.00	350.00	350.00	350.00	-	2,450.00	1,750.00	58.3%
400050 OTHER PAY/Medical- in Lieu of	2,400.00	2,400.00	-	-	-	-	-	-	-	-	-	2,400.00	0.0%
400058 OTHER PAY/Bonuses	-	-	-	-	-	15,200.00	-	19,000.00	-	-	34,200.00	(34,200.00)	100.0%
TOTAL SALARIES AND WAGES	1,256,858.00	1,256,858.00	71,839.25	77,006.58	85,431.81	98,337.03	84,617.27	103,802.55	86,310.92	-	607,345.41	649,512.59	48.3%
400103 P-ROLL BEN/Medicare Tax-ER Shr	16,440.00	16,440.00	1,044.80	1,120.22	1,242.38	1,429.52	1,230.60	1,508.80	1,255.42	-	8,831.74	7,608.26	53.7%
400105 P-ROLL BEN/Health Insurance Be	173,441.00	173,441.00	10,610.12	12,723.87	12,723.87	12,723.87	12,723.87	13,343.24	13,343.24	-	88,185.08	85,255.92	50.8%
400106 P-ROLL BEN/Dental Insurance	17,520.00	17,520.00	973.60	1,095.30	1,095.30	1,095.30	1,095.30	1,095.30	1,095.30	-	7,545.40	9,974.60	43.1%
400109 P-ROLL BEN/Employee Assistance	528.00	528.00	29.12	32.76	32.76	32.76	13.77	13.77	13.77	-	168.71	359.29	32.0%
400110 P-ROLL BEN/Professional Dev-Mg	6,750.00	6,750.00	-	-	-	-	-	-	-	-	-	6,750.00	0.0%
400111 P-ROLL BEN/Vision	2,316.00	2,316.00	114.48	128.79	128.79	128.79	128.79	128.79	128.79	-	887.22	1,428.78	38.3%
400112 P-ROLL BEN/Life Insurance	4,163.00	4,163.00	237.90	282.70	282.70	284.43	284.43	276.63	276.63	-	1,933.22	2,229.78	46.4%
400114 P-ROLL BEN/Long Term Disabilit	12,342.00	12,342.00	627.20	718.42	728.03	728.03	728.03	728.03	427.23	-	4,684.97	7,657.03	38.0%
400116 P-ROLL BEN/Unemployment Ins	5,472.00	5,472.00	342.00	380.00	418.00	418.00	(106.95)	418.00	456.00	-	2,325.05	3,146.95	42.5%
400117 P-ROLL BEN/Personal/Prof Dev	2,250.00	2,250.00	-	-	-	-	-	-	-	-	-	2,250.00	0.0%
400118 P-ROLL BEN/Worker Comp-Injury Appt	359.00	359.00	-	-	-	-	-	-	-	-	-	359.00	0.0%
400121 P-ROLL BEN/Worker Comp-Clerica	9,878.00	9,878.00	591.20	626.20	706.05	624.02	642.27	656.77	680.02	-	4,526.53	5,351.47	45.8%
400122 P-ROLL BEN/Worker Comp-Prof	58,021.00	58,021.00	3,330.60	3,563.05	4,033.36	4,033.36	4,033.36	4,033.36	4,103.62	-	27,130.71	30,890.29	46.8%
400127 P-ROLL BEN/OPEB	49,094.00	49,094.00	2,894.91	3,088.49	3,354.52	3,312.88	3,312.88	3,312.88	3,362.57	-	22,639.13	26,454.87	46.1%
400130 P-ROLL BEN/PARS Benefits	94.00	94.00	3.44	-	34.34	30.48	36.97	39.36	43.22	-	187.81	(93.81)	199.8%
400149 P-ROLL BEN/PERS-Misc	157,301.00	157,301.00	9,280.54	9,896.10	10,745.73	10,609.58	10,609.58	10,609.58	10,767.44	-	72,518.55	84,782.45	46.1%
400151 P-ROLL BEN/PERS-Misc (UAL)	327,048.00	327,048.00	20,862.27	20,862.27	23,180.30	20,862.27	20,862.27	20,862.27	178,694.08	-	148,353.92	178,694.08	45.4%
TOTAL FRINGE BENEFITS	843,017.00	843,017.00	50,935.18	54,518.27	58,706.13	56,313.29	55,595.17	57,034.58	56,815.52	-	389,918.04	453,098.96	46.3%
400201 PROF SVCS/Professional Svcs	18,350.00	21,350.00	217.00	567.29	217.00	755.79	715.21	852.74	1,745.36	12,949.61	5,070.39	3,330.00	84.4%
400206 PROF SVCS/Legal Serv Cost	210,000.00	210,000.00	-	22,916.00	4,166.00	16,666.00	16,666.00	16,666.00	16,666.00	100,004.00	93,746.00	16,250.00	92.3%
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	-	-	-	-	-	153.82	1,042.88	-	1,196.70	453.30	72.5%
400271 AD & PROMO/Advertising&Promo	5,675.00	5,675.00	-	-	96.00	96.00	649.00	-	3,087.35	-	3,928.35	1,746.65	69.2%
400280 ADM EXP/Program Supplies	3,950.00	3,950.00	-	-	89.00	89.00	192.00	96.00	96.00	-	562.00	3,388.00	14.2%
TOTAL PROF & ADMIN SERVICES	240,425.00	243,425.00	217.00	23,483.29	4,568.00	17,606.79	18,222.21	17,768.56	22,637.59	112,953.61	104,503.44	25,967.95	89.3%
400231 OFF EXP/Postage & Mailing	22,647.00	22,647.00	892.42	100.34	9,258.27	79.61	105.43	158.19	-	5.06	10,594.26	12,047.68	46.8%
400232 OFF EXP/Printing & Binding	25,807.00	25,807.00	-	551.11	8.17	-	-	-	-	-	559.28	25,247.72	2.2%
400233 OFF EXP/Copying & Duplicating	500.00	500.00	-	-	-	-	-	-	-	-	-	500.00	0.0%
400304 RENTAL EXP/Equipment Rental	8,000.00	8,000.00	-	373.16	-	186.58	373.33	186.57	186.58	3,993.78	1,306.22	2,700.00	66.3%
400321 MISC EXP/Misc Contrib	3,000.00	3,000.00	-	-	-	-	-	-	-	3,000.00	-	-	100.0%
400322 MISC EXP/Misc Exp	2,925.00	2,925.00	-	-	-	-	173.33	-	-	-	173.33	2,751.67	5.9%
400341 OFF SUPP/Office Supplies	6,795.00	6,795.00	-	-	1,387.93	17.53	1,069.73	304.81	84.39	-	2,864.39	3,930.61	42.2%
TOTAL OTHER OPERATING	69,674.00	69,674.00	892.42	1,024.61	10,654.37	283.72	1,721.82	649.57	270.97	6,998.84	15,497.48	47,177.68	32.3%
400401 UTILITIES/Tel & Telegraph	500.00	500.00	-	90.56	-	45.28	45.27	90.54	-	-	271.65	228.35	54.3%
TOTAL UTILITIES	500.00	500.00	-	90.56	-	45.28	45.27	90.54	-	-	271.65	228.35	54.3%
400552 PROV FR INS LOSS/Ins Gen Liab	9,300.00	9,300.00	-	-	7,915.00	-	-	-	1,076.00	109.00	8,991.00	200.00	97.8%
TOTAL PROVISION FOR INS LOSS	9,300.00	9,300.00	-	-	7,915.00	-	-	-	1,076.00	109.00	8,991.00	200.00	97.8%
400574 COST POOL/(ISF)-Gen Liability	79,937.00	79,937.00	-	-	17,376.00	9,273.00	6,661.00	6,661.00	6,661.00	-	46,632.00	33,305.00	58.3%
400586 COST POOL/(CAP)- Admin Charges	52,481.00	52,481.00	-	-	-	-	21,869.00	4,372.00	4,371.00	-	30,612.00	21,869.00	58.3%
400591 COST POOL/(IND)Civic Ctr Alloc	50,286.00	50,286.00	-	-	-	16,758.00	4,191.00	4,191.00	4,191.00	-	29,331.00	20,955.00	58.3%
TOTAL COST POOL	182,704.00	182,704.00	-	-	17,376.00	26,031.00	32,721.00	15,224.00	15,223.00	-	106,575.00	76,129.00	58.3%
400601 NONCAP ASST/Comp Hrdware=5K	10,800.00	10,800.00	-	-	-	-	-	-	-	-	-	10,800.00	0.0%
TOTAL ASSET/CAPITAL OUTLAY	10,800.00	10,800.00	-	-	-	-	-	-	-	-	-	10,800.00	0.0%
TOTAL EXPENDITURES	2,613,278.00	2,616,278.00	123,883.85	156,123.21	184,651.31	198,617.11	192,922.74	194,569.80	182,334.00	120,061.45	1,233,102.02	1,263,114.53	51.7%
NET OPERATING (SURPLUS)/DEFICIT	(325,036.00)	(322,036.00)	(567,284.00)	(506,627.09)	(354,015.24)	109,666.31	143,696.44	95,064.20	134,000.99	120,061.45	(945,498.39)	503,400.94	

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