

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: August 21, 2024

Final Decision Date Deadline: August 21, 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 2024-25 Monthly Revenue and Expenditure Report through July 2024 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

**F-4.**

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**RICHMOND RENT PROGRAM**  
**MONTHLY REVENUE AND EXPENDITURES REPORT**  
**FISCAL YEAR 2024-25**

**ITEM F-4**

Period 1  
 July

| OBJECT                                      | ORIGINAL BUDGET    | ADOPTED BUDGET     | MTD ACTUAL          | ENCUMBRANCES     | YTD TOTAL          | AVAILABLE BUDGET      | % USED         |
|---|--------------------|--------------------|---------------------|------------------|--------------------|-----------------------|----------------|
| 340445 Rental Housing Fees                  | (3,299,011)        | (3,299,011)        | (28,917.00)         | -                | (28,917.00)        | (3,270,094.00)        | 0.9%           |
| <b>TOTAL LICENSES, PRMITS&amp;FEES</b>      | <b>(3,299,011)</b> | <b>(3,299,011)</b> | <b>(28,917.00)</b>  | -                | <b>(28,917.00)</b> | <b>(3,270,094.00)</b> | <b>0.9%</b>    |
| 361701 Interest                             | (50,000)           | (50,000)           | -                   | -                | -                  | (50,000.00)           | 0.0%           |
| 361705 Realized Gain                        | -                  | -                  | 914.66              | -                | 914.66             | (914.66)              | 0.0%           |
| <b>TOTAL INTEREST &amp; REALIZED INCOME</b> | <b>(50,000)</b>    | <b>(50,000)</b>    | <b>914.66</b>       | -                | <b>914.66</b>      | <b>(50,914.66)</b>    | <b>-1.8%</b>   |
| 364855 OTHER REV/Misc Other Re              | -                  | -                  | -                   | -                | -                  | -                     | 0.0%           |
| 364867 Revenue from Collections Agency      | (50,000)           | (50,000)           | -                   | -                | -                  | (50,000.00)           | 0.0%           |
| 337373 Other Grants                         | -                  | -                  | -                   | -                | -                  | -                     | 0.0%           |
| <b>TOTAL OTHER REVENUE</b>                  | <b>(50,000)</b>    | <b>(50,000)</b>    | -                   | -                | -                  | <b>(50,000.00)</b>    | <b>0.0%</b>    |
| <b>TOTAL REVENUE</b>                        | <b>(3,399,011)</b> | <b>(3,399,011)</b> | <b>(28,002.34)</b>  | -                | <b>(28,002.34)</b> | <b>(3,371,008.66)</b> | <b>0.8%</b>    |
| 400001 SALARIES & WAGES/Executive           | 984,703            | 984,703            | 80,343.73           | -                | 80,343.73          | 904,359.64            | 8.2%           |
| 400002 SALARIES & WAGES/Mgmt-Local 21       | 467,164            | 467,164            | 36,198.82           | -                | 36,198.82          | 430,965.05            | 7.7%           |
| 400003 SALARIES & WAGES/Local 1021          | 360,875            | 360,875            | 23,492.68           | -                | 23,492.68          | 337,382.32            | 6.5%           |
| 400006 SALARIES & WAGES/PT- Temp            | 47,000             | 47,000             | 2,561.11            | -                | 2,561.11           | 44,438.89             | 5.4%           |
| 400031 OVERTIME/General                     | 2,500              | 2,500              | 288.63              | -                | 288.63             | 2,211.37              | 11.5%          |
| 400048 OTHER PAY/Bilingual Pay              | 14,289             | 14,289             | 939.30              | -                | 939.30             | 13,349.46             | 6.6%           |
| 400049 OTHER PAY/Auto Allowance             | 4,200              | 4,200              | 350.00              | -                | 350.00             | 3,850.00              | 8.3%           |
| 400053 OTHER PAY/Pension Credi              | 19,694             | 19,694             | 1,586.19            | -                | 1,586.19           | 18,107.81             | 8.1%           |
| 400058 400058 OTHER PAY/Bonuses             | -                  | -                  | -                   | -                | -                  | -                     | 100.0%         |
| <b>TOTAL SALARIES AND WAGES</b>             | <b>1,900,425</b>   | <b>1,900,425</b>   | <b>145,760.46</b>   | -                | <b>145,760.46</b>  | <b>1,754,664.54</b>   | <b>7.7%</b>    |
| 400103 P-ROLL BEN/Medicare Tax-ER Shr       | 26,457             | 26,457             | 2,106.52            | -                | 2,106.52           | 24,350.48             | 8.0%           |
| 400105 P-ROLL BEN/Health Insurance Be       | 326,838            | 326,838            | 24,162.60           | -                | 24,162.60          | 302,675.40            | 7.4%           |
| 400106 P-ROLL BEN/Dental Insurance          | 19,418             | 19,418             | 1,502.93            | -                | 1,502.93           | 17,915.07             | 7.7%           |
| 400109 P-ROLL BEN/Employee Assistance       | 252                | 252                | 19.89               | -                | 19.89              | 232.11                | 7.9%           |
| 400110 P-ROLL BEN/Professional Dev-Mg       | 6,750              | 6,750              | 750.00              | -                | 750.00             | 6,000.00              | 11.1%          |
| 400111 P-ROLL BEN/Vision                    | 2,324              | 2,324              | 180.31              | -                | 180.31             | 2,143.69              | 7.8%           |
| 400112 P-ROLL BEN/Life Insurance            | 4,047              | 4,047              | 332.33              | -                | 332.33             | 3,714.67              | 8.2%           |
| 400114 P-ROLL BEN/Long Term Disabilit       | 13,025             | 13,025             | 711.25              | -                | 711.25             | 12,313.75             | 5.5%           |
| 400116 P-ROLL BEN/Unemployment Ins          | 6,384              | 6,384              | 608.00              | -                | 608.00             | 5,776.00              | 9.5%           |
| 400117 P-ROLL BEN/Personal/Prof Dev         | 3,750              | 3,750              | -                   | -                | -                  | 3,750.00              | 0.0%           |
| 400121 P-ROLL BEN/Worker Comp-Clerica       | -                  | -                  | 634.05              | -                | 634.05             | (634.05)              | 100.0%         |
| 400122 P-ROLL BEN/Worker Comp-Prof          | 81,614             | 81,614             | 5,097.37            | -                | 5,097.37           | 76,516.93             | 6.2%           |
| 400127 P-ROLL BEN/OPEB                      | -                  | -                  | 2,182.33            | -                | 2,182.33           | (2,182.33)            | 100.0%         |
| 400130 P-ROLL BEN/PARS Benefits             | -                  | -                  | 34.06               | -                | 34.06              | (34.06)               | 100.0%         |
| 400149 P-ROLL BEN/PERS-Misc                 | 240,175            | 240,175            | 18,721.45           | -                | 18,721.45          | 221,453.55            | 7.8%           |
| 400151 P-ROLL BEN/PERS-Misc (UAL)           | 274,260            | 274,260            | 24,753.82           | -                | 24,753.82          | 249,506.18            | 9.0%           |
| <b>TOTAL FRINGE BENEFITS</b>                | <b>1,005,294</b>   | <b>1,005,294</b>   | <b>81,796.91</b>    | -                | <b>81,796.91</b>   | <b>923,497.39</b>     | <b>8.1%</b>    |
| 400201 PROF SVCS/Professional Svcs          | 90,700             | 90,700             | -                   | 18,000.00        | -                  | 72,700.00             | 19.8%          |
| 400206 PROF SVCS/Legal Serv Cost            | 275,000            | 275,000            | -                   | -                | -                  | 275,000.00            | 0.0%           |
| 400220 PROF SVCS/Info Tech Ser              | 2,500              | 2,500              | -                   | -                | -                  | 2,500.00              | 0.0%           |
| 400261 DUES & PUB/Memberships & Dues        | 2,025              | 2,025              | -                   | -                | -                  | 2,025.00              | 0.0%           |
| 400263 DUES & PUB/Subscription              | 7,500              | 7,500              | -                   | -                | -                  | 7,500.00              | 0.0%           |
| 400271 AD & PROMO/Advertising&Promo         | 3,000              | 3,000              | -                   | -                | -                  | 3,000.00              | 0.0%           |
| 400280 ADM EXP/Program Supplies             | 6,881              | 6,881              | -                   | -                | -                  | 6,881.00              | 0.0%           |
| <b>TOTAL PROF &amp; ADMIN SERVICES</b>      | <b>387,606</b>     | <b>387,606</b>     | -                   | <b>18,000.00</b> | -                  | <b>369,606.00</b>     | <b>4.6%</b>    |
| 400231 OFF EXP/Postage & Mailing            | 30,000             | 30,000             | 3,280.95            | -                | 3,280.95           | 26,719.05             | 0.0%           |
| 400232 OFF EXP/Printing & Binding           | 30,000             | 30,000             | -                   | -                | -                  | 30,000.00             | 0.0%           |
| 400304 RENTAL EXP/Equipment Rental          | 9,000              | 9,000              | -                   | -                | -                  | 9,000.00              | 0.0%           |
| 400338 Recognition                          | 300                | 300                | -                   | -                | -                  | 300.00                | 0.0%           |
| 400341 OFF SUPP/Office Supplies             | 8,000              | 8,000              | -                   | -                | -                  | 8,000.00              | 0.0%           |
| <b>TOTAL OTHER OPERATING</b>                | <b>77,300</b>      | <b>77,300</b>      | <b>3,280.95</b>     | -                | <b>3,280.95</b>    | <b>74,019.05</b>      | <b>4.2%</b>    |
| 400401 UTILITIES/Tel & Telegraph            | 500                | 500                | -                   | -                | -                  | 500.00                | 0.0%           |
| <b>TOTAL UTILITIES</b>                      | <b>500</b>         | <b>500</b>         | -                   | -                | -                  | <b>500.00</b>         | <b>0.0%</b>    |
| 400552 PROV FR INS LOSS/Ins Gen Liab        | 9,500              | 9,500              | -                   | -                | -                  | 9,500.00              | 0.0%           |
| <b>TOTAL PROVISION FOR INS LOSS</b>         | <b>9,500</b>       | <b>9,500</b>       | -                   | -                | -                  | <b>9,500.00</b>       | <b>0.0%</b>    |
| 400574 COST POOL/(ISF)-Gen Liability        | 99,980             | 99,980             | 8,328.29            | -                | 8,328.29           | 91,652.00             | 8.3%           |
| 400586 COST POOL/(CAP)- Admin Charges       | 52,481             | 52,481             | 4,378.00            | -                | 4,378.00           | 48,103.00             | 8.3%           |
| 400591 COST POOL/(IND)Civic Ctr Alloc       | 56,315             | 56,315             | 4,692.00            | -                | 4,692.00           | 51,623.00             | 8.3%           |
| <b>TOTAL COST POOL</b>                      | <b>208,776</b>     | <b>208,776</b>     | <b>17,398.29</b>    | -                | <b>17,398.29</b>   | <b>191,378.00</b>     | <b>8.3%</b>    |
| 391994 391994 TRANSFER IN/From Gen Fund     | (290,391)          | (290,391)          | (24,190.59)         | -                | (24,190.59)        | (266,200.00)          | 8.3%           |
| <b>90 OPER XFRS IN</b>                      | <b>(290,391)</b>   | <b>(290,391)</b>   | <b>(24,190.59)</b>  | -                | <b>(24,190.59)</b> | <b>(266,200.00)</b>   | <b>8.3%</b>    |
| <b>TOTAL EXPENDITURES</b>                   | <b>3,299,011</b>   | <b>3,299,011</b>   | <b>224,046.02</b>   | <b>18,000.00</b> | <b>224,046.02</b>  | <b>3,056,964.98</b>   | <b>7.3%</b>    |
| <b>NET OPERATING (SURPLUS)/DEFICIT</b>      | <b>(100,000)</b>   | <b>(100,000)</b>   | <b>196,043.68</b>   | <b>18,000.00</b> | <b>196,043.68</b>  | <b>-314,043.68</b>    | <b>-214.0%</b> |
| <b>CASH BALANCE</b>                         |                    |                    | <b>1,385,693.52</b> |                  |                    |                       |                |

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