

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: December 18, 2024

Final Decision Date Deadline: December 18, 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 November 2024 – 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 2024-25

ITEM F-3

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	Period 1	Period 2	Period 3	Period 4	Period 5	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August	September	October	November				
340045 Rental Housing Fees	(3,299,011)	(3,289,011)	(28,917.00)	(783,730.20)	(880,506.80)	(559,214.23)	(45,216.75)	-	(2,297,584.98)	(991,426.02)	69.9%
TOTAL LICENSES, PRMITS&FEES	(3,299,011)	(3,289,011)	(28,917.00)	(783,730.20)	(880,506.80)	(559,214.23)	(45,216.75)	-	(2,297,584.98)	(991,426.02)	69.9%
361701 Interest	(50,000)	(50,000)	-	-	(14,458.22)	-	-	-	(14,458.22)	(35,541.78)	28.9%
361705 Realized Gain	-	-	914.66	-	(668.51)	(3,200.38)	-	-	(2,954.23)	2,954.23	0.0%
TOTAL INTEREST & REALIZED INCOME	(50,000)	(50,000)	914.66	-	(15,126.73)	(3,200.38)	-	-	(17,412.45)	(32,587.55)	34.8%
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%
TOTAL OTHER REVENUE	(50,000)	(50,000)	-	-	-	-	-	-	-	(50,000.00)	0.0%
TOTAL REVENUE	(3,399,011)	(3,389,011)	(28,002.34)	(783,730.20)	(895,633.53)	(562,414.61)	(45,216.75)	-	(2,314,997.43)	(1,074,013.57)	68.3%
400001 SALARIES & WAGES/Executive	984,703	984,703	80,343.73	78,067.84	78,067.84	78,067.84	85,569.41	-	400,116.66	584,586.71	40.6%
400002 SALARIES & WAGES/Mgmt-Local 21	467,164	467,164	36,198.82	36,632.32	37,384.68	37,008.50	37,008.50	-	184,232.82	282,931.05	39.4%
400003 SALARIES & WAGES/Local 1021	360,875	360,875	23,492.68	21,992.87	20,614.68	23,492.68	23,492.68	-	113,085.59	247,789.41	31.3%
400006 SALARIES & WAGES/PT- Temp	47,000	47,000	2,561.11	7,247.97	5,181.09	5,370.85	6,302.43	-	26,663.45	20,336.55	56.7%
400031 OVERTIME/General	2,500	2,500	288.63	1,038.11	90.64	-	89.28	-	1,506.66	993.34	60.3%
400043 400043 OTHER PAY/Acting Pay -	-	-	-	-	935.03	1,820.90	2,029.40	-	4,785.33	(4,785.33)	100.0%
400048 OTHER PAY/Bilingual Pay	14,289	14,289	939.30	939.30	1,081.20	1,033.90	1,033.90	-	5,027.60	9,261.16	35.2%
400049 OTHER PAY/Auto Allowance	4,200	4,200	350.00	350.00	350.00	350.00	350.00	-	1,750.00	2,450.00	41.7%
400053 OTHER PAY/Pension Credit	19,694	19,694	1,586.19	1,541.58	1,541.58	1,541.58	1,689.24	-	7,900.17	11,793.83	40.1%
TOTAL SALARIES AND WAGES	1,900,425	1,900,425	145,760.46	147,809.99	145,246.74	148,686.25	157,564.84	-	745,068.28	1,155,356.72	39.2%
400103 P-ROLL BEN/Medicare Tax-ER Shr	26,457	26,457	2,106.52	2,128.07	2,087.48	2,140.10	2,270.23	-	10,732.40	15,724.60	40.6%
400105 P-ROLL BEN/Health Insurance Be	326,838	326,838	24,162.60	24,143.27	24,143.27	24,143.27	24,143.27	-	120,735.68	206,102.32	36.9%
400106 P-ROLL BEN/Dental Insurance	19,418	19,418	1,502.93	1,502.93	1,502.93	1,502.93	1,502.93	-	7,514.65	11,903.35	38.7%
400109 P-ROLL BEN/Employee Assistance	252	252	19.89	19.89	19.89	19.89	19.89	-	99.45	152.55	39.5%
400110 P-ROLL BEN/Professional Dev-Mg	6,750	6,750	750.00	140.57	-	-	340.00	-	1,230.57	5,519.43	18.2%
400111 P-ROLL BEN/Vision	2,324	2,324	180.31	180.31	180.31	180.31	180.31	-	901.55	1,422.45	38.8%
400112 P-ROLL BEN/Life Insurance	4,047	4,047	332.33	332.33	332.33	332.33	332.33	-	1,661.65	2,385.35	41.1%
400114 P-ROLL BEN/Long Term Disabillt	13,025	13,025	711.25	709.23	737.46	715.49	745.27	-	3,618.70	9,406.30	27.8%
400116 P-ROLL BEN/Unemployment Ins	6,384	6,384	608.00	608.00	608.00	608.00	608.00	-	3,040.00	3,344.00	47.6%
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)	6,801.19	6,801.19	-	13,602.38	(13,602.38)	100.0%
400122 P-ROLL BEN/Worker Comp-Prof	81,614	81,614	5,097.37	-	15,306.20	-	-	-	20,403.57	61,210.73	25.0%
400127 P-ROLL BEN/OPEB	-	-	2,182.33	2,147.69	2,159.50	-	-	-	6,489.52	(6,489.52)	100.0%
400130 P-ROLL BEN/PARS Benefits	-	-	34.06	94.23	80.68	93.49	109.47	-	411.93	(411.93)	100.0%
400149 P-ROLL BEN/PERS-Misc	240,175	240,175	18,721.45	18,263.81	18,199.60	18,525.32	19,520.79	-	93,230.97	146,944.03	38.8%
400151 P-ROLL BEN/PERS-Misc (UAL)	274,260	274,260	24,753.82	21,222.24	21,222.24	21,222.24	21,222.24	-	109,642.78	164,617.22	40.0%
TOTAL FRINGE BENEFITS	1,005,294	1,005,294	81,796.91	71,492.57	85,945.84	76,284.56	77,795.92	-	393,315.80	611,978.50	39.1%
400201 PROF SVCS/Professional Svcs	90,700	80,700	-	425.15	825.00	2,054.10	966.16	33,829.59	4,270.41	42,600.00	47.2%
400206 PROF SVCS/Legal Serv Cost	275,000	275,000	-	16,666.00	-	33,332.00	16,666.00	66,664.00	66,664.00	141,672.00	48.5%
400220 PROF SVCS/Info Tech Ser	2,500	2,500	-	-	-	-	2,500.00	-	2,500.00	-	100.0%
400245 TRAVEL & TRNG/Tuition R	-	-	-	-	610.50	-	-	-	610.50	(610.50)	100.0%
400261 DUES & PUB/Memberships & Dues	2,025	2,025	-	-	-	-	-	-	-	2,025.00	0.0%
400263 DUES & PUB/Subscription	7,500	7,500	-	-	-	1,255.11	-	-	1,255.11	6,244.89	16.7%
400271 AD & PROMO/Advertising&Promo	3,000	3,000	-	-	-	649.00	-	-	649.00	2,351.00	21.6%
400280 ADM EXP/Program Supplies	6,881	6,881	-	172.80	-	1,014.23	-	-	1,187.03	5,693.97	17.3%
TOTAL PROF & ADMIN SERVICES	387,606	377,606	-	17,263.95	1,435.50	38,304.44	20,132.16	100,493.59	77,136.05	199,976.36	47.0%
400231 OFF EXP/Postage & Mailing	30,000	30,000	3,280.95	-	-	8,550.42	500.58	-	12,331.95	17,668.05	0.0%
400232 OFF EXP/Printing & Binding	30,000	30,000	-	-	-	2,091.90	382.32	-	2,474.22	27,525.78	8.2%
400304 RENTAL EXP/Equipment Rental	9,000	9,000	-	-	-	1,679.19	-	7,320.81	1,679.19	-	100.0%
400338 Recognition	300	300	-	-	-	-	-	-	-	300.00	0.0%
400341 OFF SUPP/Office Supplies	8,000	8,000	-	731.76	-	12.97	-	-	744.73	7,255.27	9.3%
TOTAL OTHER OPERATING	77,300	77,300	3,280.95	731.76	-	12,334.48	882.90	7,320.81	17,230.09	52,749.10	31.8%
400401 UTILITIES/Tel & Telegraph	500	500	-	-	-	-	-	-	-	500.00	0.0%
TOTAL UTILITIES	500	500	-	-	-	-	-	-	-	500.00	0.0%
400552 PROV FR INS LOSS/Ins Gen Liab	9,500	9,500	-	-	8,500.00	-	-	-	8,500.00	1,000.00	89.5%
TOTAL PROVISION FOR INS LOSS	9,500	9,500	-	-	8,500.00	-	-	-	8,500.00	1,000.00	89.5%
400574 COST POOL/(ISF)-Gen Liability	99,980	99,980	8,328.29	8,332.00	8,332.00	8,332.00	8,332.00	-	41,656.29	58,324.00	41.7%
400586 COST POOL/(CAP)- Admin Charges	52,481	52,481	4,378.00	4,373.00	4,373.00	4,373.00	4,373.00	-	21,870.00	30,611.00	41.7%
400591 COST POOL/(IND)Civic Ctr Alloc	56,315	56,315	4,692.00	4,693.00	4,693.00	4,693.00	4,693.00	-	23,464.00	32,851.00	41.7%
TOTAL COST POOL	208,776	208,776	17,398.29	17,398.00	17,398.00	17,398.00	17,398.00	-	86,990.29	121,786.00	41.7%
391994 391994 TRANSFER IN/From Gen Fund	(290,391)	(290,391)	(24,190.59)	(24,200.00)	(24,200.00)	(24,200.00)	(24,200.00)	-	(120,990.59)	(169,400.00)	41.7%
90 OPER XFRERS IN	(290,391)	(290,391)	(24,190.59)	(24,200.00)	(24,200.00)	(24,200.00)	(24,200.00)	-	(120,990.59)	(169,400.00)	41.7%
TOTAL EXPENDITURES	3,299,011	3,289,011	224,046.02	230,496.27	234,326.08	268,807.73	249,573.82	107,814.40	1,207,249.92	1,973,946.68	40.0%
NET OPERATING (SURPLUS)/DEFICIT	(100,000)	(100,000)	196,043.68	-53,233.93	-61,307.45	-293,606.88	204,357.07	107,814.40	-1,107,747.51	899,933.11	999.9%
CASH BALANCE			1,385,693.52	1,709,724.80	2,634,174.70	2,928,898.31	2,723,542.49				

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