

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: January 15, 2025

Final Decision Date Deadline: January 15, 2025

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

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|---|--|--|--|
| <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 December 2024 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

F-5.

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

ITEM F-5

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August	September	October	November	December				
340445 Rental Housing Fees	(3,299,011)	(3,289,011)	(28,917.00)	(783,730.20)	(880,506.80)	(559,214.23)	(45,216.75)	(49,595.25)	-	(2,347,180.23)	(941,830.77)	71.4%
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)	(49,595.25)	-	(2,347,180.23)	(941,830.77)	71.4%
361701 Interest	(50,000)	(50,000)	-	-	(14,458.22)	-	-	(21,935.13)	-	(36,393.35)	(13,606.65)	72.8%
361705 Realized Gain	-	-	914.66	-	(668.51)	(3,200.38)	-	(849.49)	-	(3,800.72)	3,803.72	0.0%
TOTAL INTEREST & REALIZED INCOME	(50,000)	(50,000)	914.66	-	(15,126.73)	(3,200.38)	-	(22,784.62)	-	(40,197.07)	(9,802.93)	80.4%
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)	(72,379.87)	-	(2,387,377.30)	(1,001,633.70)	70.4%
400001 SALARIES & WAGES/Executive	984,703	984,703	80,343.73	78,067.84	78,067.84	78,067.84	85,569.41	83,197.22	-	483,313.88	501,389.49	49.1%
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	37,484.80	-	221,717.62	245,446.25	47.5%
400003 SALARIES & WAGES/Local 1021	360,875	360,875	23,492.68	21,992.87	20,614.68	23,492.68	23,492.68	26,310.40	-	139,995.99	221,479.01	38.6%
400006 SALARIES & WAGES/PT- Temp	47,000	47,000	2,561.11	7,247.97	5,181.09	5,370.85	6,302.43	5,718.09	-	32,381.54	14,618.46	68.9%
400031 OVERTIME/General	2,500	2,500	288.63	1,038.11	90.64	89.28	386.78	386.78	-	9,017.58	606.56	75.7%
400043 400043 OTHER PAY/Acting Pay -	-	-	-	-	935.03	1,820.90	2,029.40	632.45	-	5,417.78	(5,417.78)	100.0%
400048 OTHER PAY/Bilingual Pay	14,289	14,289	939.30	939.30	1,081.20	1,033.90	1,033.90	1,033.90	-	6,076.50	8,227.26	42.4%
400049 OTHER PAY/Auto Allowance	4,200	4,200	350.00	350.00	350.00	350.00	350.00	350.00	-	2,100.00	2,100.00	50.0%
400053 OTHER PAY/Pension Credi	19,694	19,694	1,586.19	1,541.58	1,541.58	1,541.58	1,689.24	1,643.65	-	9,543.82	10,150.18	48.5%
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	159,157.29	-	904,225.57	996,193.43	47.6%
400103 P-ROLL BEN/Medicare Tax-ER Shr	26,457	26,457	2,106.52	2,128.07	2,087.48	2,142.10	2,270.23	2,317.58	-	13,049.98	13,407.02	49.3%
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	26,375.46	-	147,111.14	179,726.86	45.0%
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	1,502.93	-	9,017.58	10,400.42	46.4%
400109 P-ROLL BEN/Employee Assistance	252	252	19.89	19.89	19.89	19.89	19.89	19.89	-	119.34	132.66	47.4%
400110 P-ROLL BEN/Professional Dev-Mg	6,750	6,750	750.00	140.57	-	-	340.00	1,221.36	-	2,451.93	4,298.07	36.3%
400111 P-ROLL BEN/Vision	2,324	2,324	180.31	180.31	180.31	180.31	180.31	180.31	-	1,081.86	1,242.14	46.6%
400112 P-ROLL BEN/Life Insurance	4,047	4,047	332.33	332.33	332.33	332.33	332.33	332.33	-	1,993.98	2,052.02	49.3%
400114 P-ROLL BEN/Long Term Disabilit	13,025	13,025	711.25	709.23	737.46	715.49	745.27	758.16	-	4,376.86	8,648.14	33.6%
400116 P-ROLL BEN/Unemployment Ins	6,384	6,384	608.00	608.00	608.00	608.00	608.00	608.00	-	3,610.00	2,774.00	56.5%
400117 P-ROLL BEN/Personal/Prof Dev	-	-	-	-	-	-	-	747.54	-	747.54	3,002.46	19.9%
400121 P-ROLL BEN/Worker Comp-Clerica	3,750	3,750	-	-	(634.05)	6,801.19	6,801.19	6,801.19	-	20,403.57	(20,403.57)	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	82.55	-	494.48	(494.48)	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	19,643.10	-	112,874.07	127,300.93	47.0%
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	21,222.24	-	130,865.02	143,394.98	47.7%
TOTAL FRINGE BENEFITS	1,005,294	1,005,294	81,796.91	71,492.57	85,945.84	76,284.56	77,795.92	81,774.64	-	475,090.44	530,203.86	47.3%
400201 PROF SVCS/Professional Svcs	90,700	80,700	-	425.15	825.00	2,054.10	966.16	1,172.93	32,656.66	42,600.00	47,226.00	47.2%
400206 PROF SVCS/Legal Serv Cost	275,000	275,000	-	16,666.00	-	33,332.00	16,666.00	16,666.00	49,998.00	83,330.00	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	17,838.93	82,654.66	94,974.36	199,976.36	47.0%
400231 OFF EXP/Postage & Mailing	30,000	30,000	3,280.95	-	-	8,550.42	500.58	723.51	-	13,055.46	16,944.54	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	-	(2,700.24)	7,320.81	(1,021.05)	2,700.24	70.0%
400338 Recognition	300	300	-	-	-	-	-	-	-	300.00	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	(1,976.73)	7,320.81	15,253.36	54,725.83	29.2%
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	8,332.00	-	49,988.29	49,992.00	50.0%
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	4,373.00	-	26,243.00	26,238.00	50.0%
400591 COST POOL/(IND)/Civic Ctr Alloc	208,776	208,776	17,398.29	17,398.00	17,398.00	17,398.00	17,398.00	17,398.00	-	28,157.00	28,158.00	50.0%
TOTAL COST POOL	208,776	208,776	17,398.29	17,398.00	17,398.00	17,398.00	17,398.00	17,398.00	-	104,388.29	104,388.00	50.0%
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)	(24,200.00)	-	(145,190.59)	(145,200.00)	50.0%
90 OPER XFERS IN	(290,391)	(290,391)	(24,190.59)	(24,200.00)	(24,200.00)	(24,200.00)	(24,200.00)	(24,200.00)	-	(145,190.59)	(145,200.00)	50.0%
TOTAL EXPENDITURES	3,299,011	3,289,011	224,046.02	230,496.27	234,326.08	268,807.73	249,573.82	249,992.13	89,975.47	1,457,242.05	1,741,793.48	47.0%
NET OPERATING (SURPLUS)/DEFICIT	(100,000)	(100,000)	196,043.68	-53,233.93	-661,307.45	-293,606.88	204,357.07	177,612.26	89,975.47	-930,135.25	740,159.78	840.2%
CASH BALANCE			1,385,693.52	1,709,724.80	2,634,174.70	2,928,898.31	2,723,542.49	2,545,997.92				

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