

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: February 19, 2025

Final Decision Date Deadline: February 19, 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

- |   |  |  |
|---|--|--|
| <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 January 2025 – 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	Period 7	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August	September	October	November	December	January				
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)	(66,176.50)	-	(2,413,356.73)	(875,654.27)	73.4%
<b>TOTAL LICENSES, PRMITS&amp;FEES</b>	<b>(3,299,011)</b>	<b>(3,289,011)</b>	<b>(28,917.00)</b>	<b>(783,730.20)</b>	<b>(880,506.80)</b>	<b>(559,214.23)</b>	<b>(45,216.75)</b>	<b>(49,595.25)</b>	<b>(66,176.50)</b>	-	<b>(2,413,356.73)</b>	<b>(875,654.27)</b>	<b>73.4%</b>
361701 Interest	(50,000)	(50,000)	-	-	(14,458.22)	-	-	(25,135.51)	(4,536.03)	-	(44,129.76)	(5,870.24)	88.3%
361705 Realized Gain	-	-	914.66	-	(668.51)	(3,200.38)	3,200.38	(849.49)	(4,536.03)	-	(603.34)	(603.34)	0.0%
<b>TOTAL INTEREST &amp; REALIZED INCOME</b>	<b>(50,000)</b>	<b>(50,000)</b>	<b>914.66</b>	<b>-</b>	<b>(15,126.73)</b>	<b>(3,200.38)</b>	<b>3,200.38</b>	<b>(25,985.00)</b>	<b>(4,536.03)</b>	-	<b>(44,733.10)</b>	<b>(5,266.90)</b>	<b>89.5%</b>
364855 OTHER REV/Misc Other Re	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
364867 Revenue from Collections Agency	(50,000)	(50,000)	-	-	-	-	-	-	(65.80)	-	(65.80)	(49,934.20)	0.1%
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>-</b>	<b>-</b>	<b>-</b>	<b>(65.80)</b>	-	<b>(65.80)</b>	<b>(49,934.20)</b>	<b>0.1%</b>
<b>TOTAL REVENUE</b>	<b>(3,399,011)</b>	<b>(3,389,011)</b>	<b>(28,002.34)</b>	<b>(783,730.20)</b>	<b>(895,633.53)</b>	<b>(562,414.61)</b>	<b>(42,016.37)</b>	<b>(75,580.25)</b>	<b>(70,778.33)</b>	-	<b>(2,458,155.63)</b>	<b>(930,855.37)</b>	<b>72.5%</b>
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	85,043.98	-	568,357.86	416,345.51	57.7%
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	38,984.18	-	260,701.80	206,462.07	55.8%
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	26,985.52	-	166,381.51	194,493.49	46.1%
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	8,756.20	-	41,137.74	5,862.26	87.5%
400031 OVERTIME/General	2,500	2,500	288.63	1,038.11	90.64	-	89.28	386.78	144.18	-	2,037.62	462.38	81.5%
400043 400043 OTHER PAY/Acting Pay -	-	-	-	-	935.03	1,820.90	2,029.40	632.45	1,403.90	-	6,821.68	6,821.68	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	1,043.26	-	7,104.76	7,184.00	49.7%
400049 OTHER PAY/Auto Allowance	4,200	4,200	350.00	350.00	350.00	350.00	350.00	350.00	350.00	-	2,450.00	1,750.00	50.0%
400053 OTHER PAY/Pension Credit	19,694	19,694	1,586.19	1,541.58	1,541.58	1,541.58	1,689.24	1,643.65	1,679.50	-	11,223.32	8,470.68	57.0%
<b>TOTAL SALARIES AND WAGES</b>	<b>1,900,425</b>	<b>1,900,425</b>	<b>145,760.46</b>	<b>147,809.99</b>	<b>145,246.74</b>	<b>148,686.25</b>	<b>157,564.84</b>	<b>159,157.29</b>	<b>164,390.72</b>	-	<b>1,068,616.29</b>	<b>831,808.71</b>	<b>56.2%</b>
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	2,317.58	2,365.16	-	15,415.14	11,041.86	58.3%
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	26,375.46	-	173,486.60	153,351.40	53.1%
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	1,502.93	-	10,520.51	8,897.49	54.2%
400109 P-ROLL BEN/Employee Assistance	252	252	19.89	19.89	19.89	19.89	19.89	19.89	19.89	-	139.23	112.77	55.3%
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	180.31	-	1,262.17	1,061.83	54.3%
400112 P-ROLL BEN/Life Insurance	4,047	4,047	332.33	332.33	332.33	332.33	332.33	332.33	332.33	-	2,326.31	1,720.69	57.5%
400114 P-ROLL BEN/Long Term Disabilit	13,025	13,025	711.25	709.23	737.46	715.49	745.27	758.16	790.14	-	5,167.00	7,858.00	39.7%
400116 P-ROLL BEN/Unemployment Ins	6,384	6,384	608.00	608.00	608.00	608.00	608.00	608.00	646.00	-	4,256.00	2,128.00	66.7%
400117 P-ROLL BEN/Personal/Prof Dev	3,750	3,750	-	-	-	-	-	747.54	-	-	747.54	3,002.46	19.9%
400121 P-ROLL BEN/Worker Comp-Clerica	-	-	634.05	-	(634.05)	6,801.19	6,801.19	(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	6,801.19	6,801.19	-	47,608.33	34,005.97	58.3%
400127 P-ROLL BEN/OPEB	-	-	2,182.33	2,147.69	2,159.50	-	-	(6,489.52)	-	-	-	-	100.0%
400130 P-ROLL BEN/PARS Benefits	-	-	34.06	94.23	80.68	93.49	109.47	82.55	133.98	-	628.46	(628.46)	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	20,177.94	-	133,052.01	107,122.99	55.4%
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	21,222.24	-	152,087.26	122,172.74	55.5%
<b>TOTAL FRINGE BENEFITS</b>	<b>1,005,294</b>	<b>1,005,294</b>	<b>81,796.91</b>	<b>71,492.57</b>	<b>85,945.84</b>	<b>76,284.56</b>	<b>77,795.92</b>	<b>75,285.12</b>	<b>80,547.57</b>	-	<b>548,148.49</b>	<b>456,145.81</b>	<b>54.6%</b>
400201 PROF SVCS/Professional Svcs	90,700	80,700	-	425.15	825.00	2,054.10	966.16	1,172.93	3,205.76	60,150.90	8,649.10	11,900.00	85.3%
400206 PROF SVCS/Legal Serv Cost	275,000	275,000	-	16,666.00	-	33,332.00	16,666.00	16,666.00	16,666.00	33,332.00	99,996.00	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	-	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	-	884.14	-	-	2,139.25	5,360.75	28.5%
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	-	1,868.54	-	-	3,055.57	3,825.43	44.4%
<b>TOTAL PROF &amp; ADMIN SERVICES</b>	<b>387,606</b>	<b>377,606</b>	<b>-</b>	<b>17,263.95</b>	<b>1,435.50</b>	<b>38,304.44</b>	<b>20,132.16</b>	<b>20,591.61</b>	<b>19,871.76</b>	<b>93,482.90</b>	<b>117,599.42</b>	<b>166,523.68</b>	<b>55.9%</b>
400331 OFF EXP/Postage & Mailing	30,000	30,000	3,280.95	-	-	8,550.42	500.58	723.51	494.68	-	13,550.14	16,449.86	0.0%
400332 OFF EXP/Printing & Binding	30,000	30,000	-	-	-	2,091.90	382.32	-	373.15	-	2,847.37	17,152.63	9.5%
400304 RENTAL EXP/Equipment Rental	9,000	9,000	-	-	-	1,679.19	-	(2,700.24)	331.38	6,989.43	(689.67)	2,700.24	70.0%
400338 Recognition	300	300	-	-	-	-	-	-	-	-	-	300.00	0.0%
400341 OFF SUPP/Office Supplies	8,000	8,000	-	731.76	-	12.97	-	790.90	-	-	1,535.63	6,464.37	19.2%
<b>TOTAL OTHER OPERATING</b>	<b>77,300</b>	<b>77,300</b>	<b>3,280.95</b>	<b>731.76</b>	<b>-</b>	<b>12,334.48</b>	<b>882.90</b>	<b>(1,185.83)</b>	<b>1,199.21</b>	<b>6,989.43</b>	<b>17,243.47</b>	<b>53,067.10</b>	<b>31.3%</b>
400401 UTILITIES/Tel & Telegraph	500	500	-	-	-	-	-	-	-	-	-	500.00	0.0%
<b>TOTAL UTILITIES</b>	<b>500</b>	<b>500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>500.00</b>	<b>0.0%</b>						
400552 PROV FR INS LOSS/Ins Gen Liab	9,500	9,500	-	-	8,500.00	-	-	-	614.00	86.00	9,114.00	300.00	96.8%
<b>TOTAL PROVISION FOR INS LOSS</b>	<b>9,500</b>	<b>9,500</b>	<b>-</b>	<b>-</b>	<b>8,500.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>614.00</b>	<b>86.00</b>	<b>9,114.00</b>	<b>300.00</b>	<b>96.8%</b>
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	8,332.00	-	58,320.29	41,660.00	58.3%
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	4,373.00	-	30,616.00	21,865.00	58.3%
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	4,693.00	4,693.00	-	32,850.00	23,465.00	58.3%
<b>TOTAL COST POOL</b>	<b>208,776</b>	<b>208,776</b>	<b>17,398.29</b>	<b>17,398.00</b>	<b>17,398.00</b>	<b>17,398.00</b>	<b>17,398.00</b>	<b>17,398.00</b>	<b>17,398.00</b>	-	<b>121,786.29</b>	<b>86,990.00</b>	<b>58.3%</b>
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)	(24,200.00)	-	(169,390.59)	(121,000.00)	58.3%
90 OPER XFRS IN	(290,391)	(290,391)	(24,190.59)	(24,200.00)	(24,200.00)	(24,200.00)	(24,200.00)	(24,200.00)	(24,200.00)	-	(169,390.59)	(121,000.00)	58.3%
<b>TOTAL EXPENDITURES</b>	<b>3,299,011</b>	<b>3,289,011</b>	<b>224,046.02</b>	<b>230,496.27</b>	<b>234,326.08</b>	<b>268,807.73</b>	<b>249,573.82</b>	<b>247,046.19</b>	<b>259,821.26</b>	<b>100,558.33</b>	<b>1,714,117.37</b>	<b>1,474,335.30</b>	<b>55.2%</b>
<b>NET OPERATING (SURPLUS)/DEFICIT</b>	<b>(100,000)</b>	<b>(100,000)</b>	<b>196,043.68</b>	<b>-553,233.93</b>	<b>-661,307.45</b>	<b>-293,606.88</b>	<b>207,557.45</b>	<b>171,465.94</b>	<b>189,042.93</b>	<b>100,558.33</b>	<b>-744,038.26</b>	<b>543,479.93</b>	
<b>CASH BALANCE</b>			<b>1,385,693.52</b>	<b>1,709,724.80</b>	<b>2,634,174.70</b>	<b>2,928,898.31</b>	<b>2,723,542.49</b>	<b>2,545,997.92</b>	<b>2,360,098.39</b>				

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