

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: March 19, 2025

Final Decision Date Deadline: March 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

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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 February 2025 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

G-3.

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

ITEM G-3

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August	September	October	November	December	January	February				
			MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL				
34045 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)	(134,284.50)	-	(2,547,641.23)	(741,369.77)	77.5%
TOTAL LICENSES, PERMITS&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)	(134,284.50)	-	(2,547,641.23)	(741,369.77)	77.5%
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)	-	-	-	(603.34)	603.34	0.0%
TOTAL INTEREST & REALIZED INCOME	(50,000)	(50,000)	914.66	-	(15,126.73)	(3,200.38)	3,200.38	(25,985.00)	(4,536.03)	-	-	(44,733.10)	(5,266.90)	89.5%
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%
TOTAL OTHER REVENUE	(50,000)	(50,000)	-	-	-	-	-	-	(65.80)	-	-	(65.80)	(49,934.20)	0.3%
TOTAL REVENUE	(3,299,011)	(3,289,011)	(28,002.34)	(783,730.20)	(895,633.53)	(562,414.61)	(42,016.37)	(75,580.25)	(70,778.33)	(134,284.50)	-	(2,592,440.13)	(796,570.87)	76.2%
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	85,043.98	-	653,401.84	331,301.53	66.4%
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	38,984.18	-	299,685.98	167,477.89	64.2%
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	26,753.93	-	193,135.44	167,739.56	53.5%
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	9,064.81	-	50,202.55	(3,202.55)	106.8%
400031 OVERTIME/General	2,500	2,500	288.63	1,038.11	95.03	1,820.90	89.28	386.78	144.18	2,037.62	-	4,623.38	462.38	81.5%
400045 400043 OTHER PAY/Acting Pay -	-	-	-	-	-	-	2,039.40	622.45	1,403.90	1,855.65	-	8,677.33	(8,677.33)	100.0%
400048 OTHER PAY/Billing/Qual Pay	14,289	14,289	939.30	939.30	1,081.20	1,033.90	1,033.90	1,033.90	1,043.26	1,043.26	-	8,148.02	6,140.74	57.0%
400049 OTHER PAY/Auto Allowance	4,200	4,200	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	-	2,800.00	1,400.00	66.7%
400053 OTHER PAY/Pension Credit	19,694	19,694	1,586.19	1,541.58	1,541.58	1,541.58	1,689.24	1,643.65	1,679.50	1,679.50	-	12,902.82	6,791.18	65.5%
400058 OTHER PAY/Bonuses	-	-	-	-	-	-	-	2,400.00	-	-	-	2,400.00	(2,400.00)	100.0%
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	166,790.72	164,775.31	-	1,233,391.60	667,033.40	64.9%
400103 P-ROLL BEN/Medicare Tax-ES-Shr	26,457	26,457	2,106.52	2,128.07	2,097.48	2,140.10	2,270.23	2,317.58	2,365.16	2,370.74	-	17,785.88	8,671.12	67.3%
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	26,375.46	-	199,862.06	126,975.94	61.2%
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	1,502.93	-	12,023.44	7,394.56	61.9%
400109 P-ROLL BEN/Employee Assistance	252	252	19.89	19.89	19.89	19.89	19.89	19.89	19.89	19.89	-	159.12	92.88	63.1%
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	180.31	-	1,442.48	881.52	62.1%
400112 P-ROLL BEN/Life Insurance	4,047	4,047	332.33	332.33	332.33	332.33	332.33	332.33	332.33	332.33	-	2,658.64	1,388.36	65.7%
400114 P-ROLL BEN/Long Term Disability	13,025	13,025	711.25	709.23	737.46	715.49	745.27	758.16	790.14	790.14	-	5,957.14	7,067.86	45.7%
400116 P-ROLL BEN/Unemployment Ins	6,384	6,384	608.00	608.00	608.00	608.00	608.00	570.00	646.00	646.00	-	4,902.00	1,482.00	76.8%
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	-	54,409.52	27,204.78	66.7%
400127 P-ROLL BEN/OP&B	-	-	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	141.96	-	770.42	(770.42)	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	20,147.21	-	153,199.22	86,975.78	63.8%
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	21,222.24	21,222.24	21,222.24	-	173,309.50	100,950.41	63.2%
TOTAL FRINGE BENEFITS	1,005,294	1,005,294	81,796.91	71,492.57	85,945.84	76,284.56	77,795.92	75,285.12	80,547.57	80,530.40	-	629,678.89	375,615.41	62.6%
400201 PROF SVCS/Professional Svcs	90,700	90,700	425.15	825.00	2,054.10	2,054.10	966.16	1,172.93	3,205.76	633.42	59,517.48	11,900.00	85.3%	
400206 PROF SVCS/Legal Serv Cost	275,000	275,000	16,666.00	-	16,666.00	-	33,332.00	16,666.00	16,666.00	16,666.00	108,332.00	99,996.00	66,672.00	75.8%
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	-	-	884.14	359.20	-	2,498.45	5,001.55	33.3%
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	-	61.40	-	3,116.97	3,764.03	45.3%
TOTAL PROF & ADMIN SERVICES	387,806	377,606	17,263.95	17,263.95	1,435.50	38,304.44	20,132.16	20,591.61	19,871.76	1,054.02	167,849.48	118,653.44	91,103.08	75.9%
400231 OFF EXP/Postage & Mailing	30,000	30,000	3,280.95	-	-	8,550.42	500.58	723.51	494.68	1,498.31	-	15,048.45	14,951.55	0.0%
400232 OFF EXP/Printing & Binding	30,000	30,000	-	-	-	2,091.90	382.32	-	373.15	64.05	-	2,911.42	27,088.58	9.7%
400304 RENTAL EXP/Equipment Rental	9,000	9,000	-	-	-	1,679.19	-	(2,700.24)	331.38	1,119.46	5,869.97	429.79	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	-	3,231.41	-	4,769.04	3,230.96	59.6%
TOTAL OTHER OPERATING	77,300	77,300	3,280.95	731.76	-	12,334.48	882.90	(1,185.83)	1,199.21	5,915.23	5,869.97	23,158.70	48,271.33	37.6%
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	-	-	-	614.00	-	86.00	9,114.00	300.00	96.8%
TOTAL PROVISION FOR INS LOSS	9,500	9,500	-	-	8,500.00	-	-	-	614.00	-	86.00	9,114.00	300.00	96.8%
400574 COST POOL/(SF)-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	8,332.00	-	66,652.29	33,328.00	66.7%
400586 COST POOL/(CAF)-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	4,373.00	-	34,989.00	17,492.00	66.7%
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	4,693.00	4,693.00	4,693.00	-	37,543.00	18,772.00	66.7%
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	17,398.00	17,398.00	-	139,184.29	69,592.00	66.7%
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)	(24,200.00)	(24,200.00)	(24,200.00)	-	(193,590.59)	(96,800.00)	66.7%
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)	(24,200.00)	(24,200.00)	-	(193,590.59)	(96,800.00)	66.7%
TOTAL EXPENDITURES	3,299,011	3,289,011	224,046.02	230,496.27	234,326.08	268,807.73	249,573.82	247,046.19	262,221.26	245,472.96	173,805.45	1,959,590.33	1,155,615.22	64.9%
NET OPERATING (SURPLUS)/DEFICIT	(100,000)	(100,000)	196,043.68											

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