

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: April 16, 2025

Final Decision Date Deadline: April 16, 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 March 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	Period 9	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED	
			July	August	September	October	November	December	January	February	March					
340445 Rental Housing Fees	(3,299,011)	(3,289,011)	(28,917.00)	(28,917.00)	(880,506.80)	(559,214.23)	(45,216.75)	(49,595.25)	(66,176.50)	(134,284.50)	(146,823.60)	-	(2,694,464.83)	(594,546.17)	81.9%	
TOTAL LICENSES, PRIMITS&FEES	(3,299,011)	(3,289,011)	(28,917.00)	(28,917.00)	(880,506.80)	(559,214.23)	(45,216.75)	(49,595.25)	(66,176.50)	(134,284.50)	(146,823.60)	-	(2,694,464.83)	(594,546.17)	81.9%	
361701 Interest	(50,000)	(50,000)	-	-	(14,458.22)	-	-	(25,135.51)	(4,536.03)	-	(18,595.42)	-	(62,725.18)	12,725.18	125.5%	
361705 Realized Gain	(50,000)	(50,000)	914.66	-	(668.51)	(3,200.38)	3,200.38	(849.49)	-	-	(694.56)	-	(1,297.90)	1,297.90	0.0%	
TOTAL INTEREST & REALIZED INCOME	(50,000)	(50,000)	914.66	-	(668.51)	(3,200.38)	3,200.38	(849.49)	-	-	(694.56)	-	(1,297.90)	1,297.90	0.0%	
364855 OTHER REV/Misc Other Re	(50,000)	(50,000)	-	-	(15,126.79)	(3,200.38)	3,200.38	(25,985.00)	-	-	(19,289.98)	-	(64,023.08)	14,023.08	128.0%	
364867 Revenue from Collections Agency	(50,000)	(50,000)	-	-	-	-	-	-	(65.80)	-	-	-	(65.80)	(49,934.20)	0.1%	
337373 Other Grants	(50,000)	(50,000)	-	-	-	-	-	-	(65.80)	-	-	-	(65.80)	(49,934.20)	0.1%	
TOTAL OTHER REVENUE	(50,000)	(50,000)	-	-	(15,126.79)	(3,200.38)	3,200.38	(25,985.00)	-	-	(19,289.98)	-	(65.80)	(49,934.20)	0.1%	
TOTAL REVENUE	(3,399,011)	(3,389,011)	(28,002.34)	(783,730.20)	(895,633.53)	(562,414.61)	(42,016.37)	(75,580.25)	(70,778.33)	(134,284.50)	(166,113.58)	-	(2,758,553.71)	(630,457.29)	81.4%	
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	85,043.98	85,043.98	85,043.98	-	738,455.82	246,257.55	75.0%	
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	38,984.18	-	338,670.16	128,493.71	72.5%	
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	26,985.52	26,753.93	27,157.99	-	220,293.43	140,581.57	61.0%	
400005 SALARIES & WAGES/PT- Temp	47,000	47,000	2,551.11	7,247.97	5,183.64	5,183.64	6,302.43	5,718.09	6,756.26	9,064.81	7,614.43	-	57,816.98	12,030.98	123.0%	
400031 OVERTIME/General	2,500	2,500	288.63	1,038.11	916.4	80.64	89.28	386.78	144.18	-	-	-	2,037.62	467.38	81.5%	
400043 400043 OTHER PAY/Acting Pay-	-	-	-	-	935.03	1,820.90	2,029.40	632.45	1,403.90	1,855.65	1,838.88	-	10,516.21	(10,516.21)	100.0%	
400048 OTHER PAY/Billingual 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	1,043.26	-	9,191.28	5,097.48	64.3%	
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	350.00	-	3,150.00	1,050.00	75.0%	
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	1,679.50	1,679.50	-	14,582.32	5,111.68	74.0%	
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	163,712.22	-	1,397,103.82	503,321.18	73.5%	
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	2,370.74	2,366.22	-	20,152.10	6,304.90	76.2%	
400105 P-ROLL BEN/Health Insurance Be	325,038	325,038	24,152.60	24,143.27	24,143.27	24,143.27	24,143.27	26,375.46	26,375.46	26,375.46	26,375.46	-	225,237.52	100,600.48	69.2%	
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	1,502.93	-	13,526.37	5,891.63	69.7%	
400109 P-ROLL BEN/Employee Assistance	252	252	19.89	19.89	19.89	19.89	19.89	19.89	19.89	19.89	19.89	-	179.01	72.99	71.0%	
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	180.31	-	1,622.79	701.21	69.8%	
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	332.33	-	2,990.97	1,056.03	73.9%	
400114 P-ROLL BEN/Long Term Disabilt	13,025	13,025	711.25	709.23	737.46	715.49	745.27	758.16	790.14	790.14	791.95	-	6,749.00	6,275.91	51.8%	
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	646.00	-	5,548.00	836.00	86.9%	
400117 P-ROLL BEN/Personal/Prof Dev	3,750	3,750	-	-	-	-	-	747.54	-	-	750.00	-	1,497.54	2,252.46	39.9%	
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	6,801.19	-	61,210.71	20,403.59	75.0%	
400127 P-ROLL BEN/DOEP	-	-	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	96.88	-	867.30	(867.30)	100.0%	
400149 P-ROLL BEN/PERS-Misc	240,175	240,175	18,721.45	18,263.81	18,199.60	18,255.32	19,520.79	19,643.10	20,177.94	20,147.21	20,355.59	-	173,554.81	66,620.19	72.3%	
400151 P-ROLL BEN/PERS-Misc (LIAL)	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	21,222.24	-	203,010.04	71,249.56	74.0%	
TOTAL FUNGE 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	89,919.29	-	719,598.18	285,696.12	71.6%	
400201 PROF SVCS/Professional Svcs	90,700	90,700	-	425.15	825.00	2,054.10	966.16	1,172.93	3,205.76	633.42	1,973.91	57,543.57	11,256.43	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	75,000.00	133,328.00	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	-	100.0%	
400261 DUES & PUB/Memberships & Dues	2,025	2,025	-	-	-	-	-	-	-	-	551.00	-	551.00	1,474.00	27.2%	
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	-	173.80	-	1,014.23	-	1,858.54	-	61.40	-	-	3,116.97	3,764.03	45.3%	
TOTAL PROF & ADMIN SERVICES	387,606	377,606	17,263.95	1,435.50	38,004.44	20,132.16	20,591.61	19,871.76	1,054.02	35,856.91	132,543.57	154,510.35	90,552.08	76.0%		
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	-	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	349.80	-	-	3,612.22	26,738.78	10.9%	
400304 RENTAL EXP/Equipment Rental	9,000	9,000	-	-	1,679.19	-	-	(2,700.24)	331.38	1,119.46	1,119.46	4,750.51	1,549.25	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	-	3,233.41	-	-	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	1,469.26	4,750.51	24,627.96	47,921.53	38.0%	
400401 UTILITIES/TeI & 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/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	8,332.00	8,332.00	-	74,984.29	24,996.00	75.0%	
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	4,373.00	4,373.00	4,373.00	-	39,862.00	13,139.00	75.0%	
400591 COST POOL/IND/Civc 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	4,693.00	-	42,236.00	14,079.00	75.0%	
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	17,398.00	17,398.00	17,398.00	-	156,582.29	52,194.00	75.0%	
391994 391994 TRANSFER IN/From Gen Fund	(290,391)	(290,391)	(24,													

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