

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: August 27, 2025

Final Decision Date Deadline: August 27, 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 and FY 2025-26 Monthly Revenue and Expenditure Report through June and July 2025 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

F-4.

This page intentionally left blank

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

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August	September	October	November	December	January	February	March	April	May	June				
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)	(134,284.50)	(146,823.60)	(66,965.50)	(32,969.50)	(39,264.50)	-	(2,833,664.33)	(455,346.67)	86.2%
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)	(66,176.50)	(134,284.50)	(146,823.60)	(66,965.50)	(32,969.50)	(39,264.50)	-	(2,833,664.33)	(455,346.67)	86.2%
361701 Interest	(50,000)	(50,000)	-	-	(14,458.22)	-	-	(25,135.51)	(4,536.03)	-	(18,595.42)	(4,729.18)	-	(19,554.21)	-	(87,008.57)	37,008.57	174.0%
361705 Realized Gain	-	-	914.66	-	(668.51)	(3,200.38)	3,200.38	-	(849.49)	-	(694.56)	-	-	(5,334.36)	-	(6,832.26)	6,832.26	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)	-	(19,289.98)	(4,729.18)	-	(25,088.57)	-	(93,840.83)	43,840.83	187.7%
364855 OTHER REV/Misc Other Re	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
364867 Revenue from Collections Agency	(50,000)	(50,000)	-	-	-	-	-	-	(65.80)	-	-	(8.00)	-	(15.00)	-	(88.80)	(49,911.20)	0.2%
337373 Other Grants	-	-	-	-	-	-	-	-	-	-	-	(8.00)	-	-	-	(8.00)	(49,911.20)	0.2%
TOTAL OTHER REVENUE	(50,000)	(50,000)	-	-	-	-	-	-	(65.80)	-	-	(8.00)	-	(15.00)	-	(88.80)	(49,911.20)	0.2%
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)	(71,702.68)	(32,969.50)	(64,368.07)	-	(2,927,598.96)	(461,417.04)	86.4%
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	85,043.98	75,354.51	70,729.98	-	969,574.29	15,129.08	98.5%
400002 SALARIES & WAGES/Mgmt-Local 21	467,164	467,164	36,198.82	36,632.32	37,384.68	37,008.50	37,484.80	38,984.18	38,984.18	38,984.18	38,984.18	39,529.06	39,529.06	39,529.06	-	456,712.46	10,451.74	97.8%
400003 SALARIES & WAGES/Local 1021	360,875	360,875	23,492.68	21,997.87	20,614.68	23,492.68	23,492.68	26,310.40	26,985.52	26,753.93	27,521.12	27,575.86	27,575.86	27,575.86	-	302,966.27	57,908.73	84.0%
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	7,614.43	8,281.91	6,834.48	13,733.49	-	86,666.86	(39,666.86)	184.4%
400031 OVERTIME/General	2,500	2,500	1,038.11	90.64	-	-	89.28	-	-	-	-	-	-	-	-	2,037.62	462.38	81.5%
400043 400043 OTHER PAY/Acting Pay -	-	-	-	-	925.03	1,820.90	2,029.40	632.45	1,403.90	1,855.65	1,838.88	2,046.09	2,053.32	816.99	-	15,432.61	(15,432.61)	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	1,043.26	1,043.26	1,047.08	948.18	848.18	-	12,034.72	2,254.04	84.2%
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	350.00	350.00	350.00	-	4,200.00	-	100.0%
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	1,679.50	1,485.71	1,393.22	-	19,140.75	553.25	97.2%
400058 OTHER PAY/Bonuses	-	-	-	-	-	-	-	-	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	164,953.86	154,131.12	154,976.78	-	1,871,165.58	29,259.42	98.5%
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	2,373.33	2,222.09	2,235.67	-	26,983.19	(526.19)	102.0%
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	26,375.46	26,375.46	26,375.46	25,399.87	-	304,388.31	22,449.69	93.1%
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	1,502.93	1,502.93	1,502.93	1,502.93	1,502.93	-	19,418.00	-	100.0%
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	19.89	19.89	19.89	-	237.15	14.85	94.1%
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	180.31	180.31	180.31	180.31	-	374.27	2,357.68	(33.68)
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	332.33	332.33	332.33	-	4,325.25	(208.25)	105.1%
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	793.24	791.95	793.24	719.91	719.91	-	8,982.15	4,042.85	69.0%
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	646.00	608.00	608.00	-	7,410.00	(1,026.00)	116.1%
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-Clerical	-	-	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	6,801.19	6,801.19	6,801.19	-	81,614.30	-	100.0%
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	96.88	66.80	45.68	122.36	-	1,102.14	(1,102.14)	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	20,355.59	20,666.65	19,470.90	18,751.10	-	232,443.46	7,731.54	96.8%
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	21,222.24	22,854.72	22,854.72	58,812.88	-	307,532.36	(33,272.36)	112.1%
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	89,919.29	82,612.85	81,294.54	119,576.42	-	1,003,081.99	2,212.31	99.8%
400201 PROF SVCS/Professional Svcs	90,700	90,700	425.15	825.00	-	-	1,172.93	3,205.76	633.42	1,973.91	3,987.90	1,088.53	4,186.41	19,129.08	-	20,519.27	41,051.65	49.1%
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	16,666.00	33,332.00	23,504.11	20,454.41	48,220.29	-	225,506.81	-	100.0%
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	-	-	-	-	-	-	-	-	551.00	612.95	-	-	-	1,163.95	861.05	57.5%
400263 DUES & PUB/Subscription	7,500	7,500	-	-	-	1,255.11	-	884.14	-	359.20	-	-	-	-	-	4,453.21	3,046.79	59.4%
400271 AD & PROMO/Advertising&Promo	3,000	3,000	-	-	-	649.00	-	-	-	-	-	-	500.00	-	-	1,329.01	521.99	82.6%
400280 ADM EXP/Program Supplies	6,881	6,881	-	172.80	-	1,014.23	-	1,868.54	-	-	-	-	-	-	-	2,387.11	5,504.08	80.0%
TOTAL PROF & ADMIN SERVICES	387,606	377,606	-	17,263.95	1,435.50	38,304.44	20,132.16	20,591.61	19,871.76	1,054.02	35,856.91	28,604.96	21,542.94	58,077.58	68,622.27	262,735.83	46,247.90	87.8%
400231 OFF EXP/Postage & Mailing	30,000	30,000	3,280.95	-	-	8,550.42	500.58	723.51	494.68	1,498.31	-	388.04	1,094.39	-	-	16,530.88	13,469.12	0.0%
400232 OFF EXP/Printing & Binding	30,000	30,000	-	-	-	2,091.90	382.32	-	373.15	64.05	349.80	-	243.27	-	-	4,039.53	25,960.47	13.5%
400304 RENTAL EXP/Equipment Rental	9,000	9,000	-	-	-	1,679.19	-	(2,700.24)	331.38	1,119.46	1,119.46	268.89	-	5,655.96	1,525.66	7,474.10	0.24	100.0%
400338 Recognition	300	300	-	-														

This page intentionally left blank

RICHMOND RENT PROGRAM
MONTHLY REVENUE AND EXPENDITURES REPORT
 FISCAL YEAR 2025-26

ITEM F-4
ATTACHMENT 2

Period 1
 July

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	MTD ACTUAL	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
340445 Rental Housing Fees	(3,594,258)	(3,594,258)	(15,939.00)	-	(15,939.00)	(3,578,319.29)	0.4%
TOTAL LICENSES, PRMITS&FEES	(3,594,258)	(3,594,258)	(15,939.00)	-	(15,939.00)	(3,578,319.29)	0.4%
361701 Interest	(50,000)	(50,000)	-	-	-	(50,000.00)	0.0%
361705 Realized Gain	-	-	5,284.25	-	5,284.25	(5,284.25)	0.0%
TOTAL INTEREST & REALIZED INCOME	(50,000)	(50,000)	5,284.25	-	5,284.25	(55,284.25)	-10.6%
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	(3,694,258)	(3,694,258)	(10,654.75)	-	(10,654.75)	(3,683,603.54)	0.3%
400001 SALARIES & WAGES/Executive	975,978	975,978	70,725.98	-	70,725.98	905,252.02	7.2%
400002 SALARIES & WAGES/Mgmt.-Local 21	580,913	580,913	40,049.20	-	40,049.20	540,863.55	6.9%
400003 SALARIES & WAGES/Local 1021	403,995	403,995	27,575.86	-	27,575.86	376,419.01	6.8%
400006 SALARIES & WAGES/PT- Temp	70,000	70,000	3,911.39	-	3,911.39	66,088.61	5.6%
400031 OVERTIME/General	2,500	2,500	-	-	-	2,500.00	0.0%
400043 OTHER PAY/Acting Pay	-	-	-	-	-	-	100.0%
400048 OTHER PAY/Bilingual Pay	15,500	15,500	2,776.32	-	2,776.32	12,723.68	17.9%
400049 OTHER PAY/Auto Allowance	2,800	2,800	848.18	-	848.18	1,951.82	30.3%
400053 OTHER PAY/Pension Credi	18,356	18,356	350.00	-	350.00	18,005.62	1.9%
400058 OTHER PAY/Bonuses	22,800	22,800	-	-	-	22,800.00	0.0%
TOTAL SALARIES AND WAGES	2,092,841	2,092,841	147,630.15	-	147,630.15	1,922,411.09	7.1%
400103 P-ROLL BEN/Medicare Tax-ER Shri	29,192	29,192	2,135.11	-	2,135.11	27,056.60	7.3%
400105 P-ROLL BEN/Health Insurance Be	360,621	360,621	24,130.97	-	24,130.97	336,490.42	6.7%
400106 P-ROLL BEN/Dental Insurance	21,425	21,425	1,387.32	-	1,387.32	20,037.81	6.5%
400109 P-ROLL BEN/Employee Assistance	278	278	18.36	-	18.36	259.69	6.6%
400110 P-ROLL BEN/Professional Dev-Mg	7,500	7,500	410.00	-	410.00	7,089.71	5.5%
400111 P-ROLL BEN/Vision	2,564	2,564	166.44	-	166.44	2,397.78	6.5%
400112 P-ROLL BEN/Life Insurance	4,465	4,465	438.49	-	438.49	4,026.83	9.8%
400114 P-ROLL BEN/Long Term Disability	14,371	14,371	722.64	-	722.64	13,648.68	5.0%
400116 P-ROLL BEN/Unemployment Ins	7,044	7,044	608.00	-	608.00	6,435.88	8.6%
400117 P-ROLL BEN/Personal/Prof Dev	3,750	3,750	-	-	-	3,749.62	0.0%
400121 P-ROLL BEN/Worker Comp-Clerical	4,691	4,691	-	-	-	4,691.31	0.0%
400122 P-ROLL BEN/Worker Comp-Prof	85,695	85,695	7,141.25	-	7,141.25	78,553.75	8.3%
400127 P-ROLL BEN/OPEB	-	-	-	-	-	-	100.0%
400130 P-ROLL BEN/PARS Benefits	-	-	34.09	-	34.09	(34.09)	100.0%
400149 P-ROLL BEN/PERS-Misc	265,001	265,001	17,997.19	-	17,997.19	247,003.33	6.8%
400151 P-ROLL BEN/PERS-Misc (UAL)	302,609	302,609	23,729.68	-	23,729.68	278,879.02	7.8%
TOTAL FRINGE BENEFITS	1,109,206	1,109,206	78,919.54	-	78,919.54	1,030,286.31	7.1%
400201 PROF SVCS/Professional Svcs	93,700	93,700	1,865.00	35,322.00	1,865.00	56,513.00	39.7%
400206 PROF SVCS/Legal Serv Cost	275,000	275,000	-	200,000.00	-	75,000.00	72.7%
400220 PROF SVCS/Info Tech Ser	2,500	2,500	-	-	-	2,500.00	0.0%
400245 TRAVEL & TRNG/Tuition R	-	-	-	-	-	-	100.0%
400261 DUES & PUB/Memberships & Dues	2,025	2,025	-	-	-	2,025.00	0.0%
400263 DUES & PUB/Subscription	7,500	7,500	804.80	-	804.80	6,695.20	10.7%
400271 AD & PROMO/Advertising&Promo	3,000	3,000	172.66	-	172.66	2,827.34	5.8%
400280 ADM EXP/Program Supplies	6,881	6,881	172.80	-	172.80	6,708.20	2.5%
TOTAL PROF & ADMIN SERVICES	390,606	390,606	3,015.26	235,322.00	3,015.26	152,268.74	61.0%
400231 OFF EXP/Postage & Mailing	30,000	30,000	-	-	-	30,000.00	0.0%
400232 OFF EXP/Printing & Binding	30,000	30,000	-	-	-	30,000.00	0.0%
400304 RENTAL EXP/Equipment Rental	9,000	9,000	-	8,500.00	-	500.00	94.4%
400338 Recognition	300	300	-	-	-	300.00	0.0%
400341 OFF SUPP/Office Supplies	8,000	8,000	71.76	-	71.76	7,928.24	0.9%
TOTAL OTHER OPERATING	77,300	77,300	71.76	8,500.00	71.76	68,728.24	11.1%
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	-	-	-	9,500.00	0.0%
TOTAL PROVISION FOR INS LOSS	9,500	9,500	-	-	-	9,500.00	0.0%
400574 COST POOL/(ISF)-Gen Liability	104,979	104,979	8,748.30	-	8,748.30	96,231.00	8.3%
400586 COST POOL/(CAP)- Admin Charges	52,481	52,481	4,373.00	-	4,373.00	48,108.00	8.3%
400591 COST POOL/(IND)Civic Ctr Alloc	56,218	56,218	4,684.00	-	4,684.00	51,534.00	8.3%
TOTAL COST POOL	213,678	213,678	17,805.30	-	17,805.30	195,873.00	8.3%
391994 391994 TRANSFER IN/From Gen Fund	(299,373)	(299,373)	(24,948.30)	-	(24,948.30)	(274,425.00)	8.3%
90 OPER XFERS IN	(299,373)	(299,373)	(24,948.30)	-	(24,948.30)	(274,425.00)	8.3%
TOTAL EXPENDITURES	3,594,258	3,594,258	222,493.71	243,822.00	222,493.71	3,105,142.38	13.0%
NET OPERATING (SURPLUS)/DEFICIT	(100,000)	(100,000)	211,838.96	243,822.00	211,838.96	(578,461)	
CASH BALANCE			1,262,443.54				

This page intentionally left blank