

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: September 17, 2025

Final Decision Date Deadline: September 17, 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

- | | | | | |
|---|---|--|--|---|
| ☐ City Council | ☐ Redevelopment Agency | ☐ Housing Authority | ☐ Surplus Property Authority | ☐ Joint Powers Financing Authority |
| ☐ Finance Standing Committee | ☐ Public Safety Public Services Standing Committee | ☐ Local Reuse Authority | ☒ Other: <u>Rent Board</u> | |

ITEM

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|---|--|--|
| ☐ Presentation/Proclamation/Commendation (3-Minute Time Limit) | | |
| ☐ Public Hearing | ☐ Regulation | ☒ Other: <u>Consent Calendar</u> |
| ☐ Contract/Agreement | ☐ Rent Board As Whole | |
| ☐ Grant Application/Acceptance | ☐ Claims Filed Against City of Richmond | |
| ☐ Resolution | ☐ Video/PowerPoint Presentation (contact KCRT @ 620.6759) | |

RECOMMENDED ACTION: RECEIVE the Rent Program FY 2025-26 Monthly Revenue and Expenditure Report through August 2025 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

F-2.

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

ITEM F-2

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	Period 1	Period 2	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August				
340445 Rental Housing Fees	(3,594,258)	(3,594,258)	(15,939.00)	(28,648.50)	-	(44,587.50)	(3,549,670.79)	1.2%
TOTAL LICENSES, PRMTS&FEES	(3,594,258)	(3,594,258)	(15,939.00)	(28,648.50)	-	(44,587.50)	(3,549,670.79)	1.2%
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)	(28,648.50)	-	(39,303.25)	(3,654,955.04)	1.1%
400001 SALARIES & WAGES/Executive	975,978	975,978	70,725.98	70,725.98	-	141,451.96	834,526.04	14.5%
400002 SALARIES & WAGES/Mgmt.-Local 21	580,913	580,913	40,049.20	40,522.60	-	80,571.80	500,340.95	13.9%
400003 SALARIES & WAGES/Local 1021	403,995	403,995	27,575.86	27,575.86	-	55,151.72	348,843.15	13.7%
400006 SALARIES & WAGES/PT- Temp	70,000	70,000	3,911.39	10,290.41	-	14,201.80	55,798.20	20.3%
400031 OVERTIME/General	2,500	2,500	-	83.30	-	83.30	2,416.70	3.3%
400043 OTHER PAY/Acting Pay	-	-	2,776.32	2,190.69	-	4,967.01	(4,967.01)	100.0%
400048 OTHER PAY/Bilingual Pay	15,500	15,500	848.18	848.18	-	1,696.36	13,803.64	10.9%
400049 OTHER PAY/Auto Allowance	2,800	2,800	350.00	350.00	-	700.00	2,100.00	25.0%
400053 OTHER PAY/Pension Credi	18,356	18,356	1,393.22	1,393.22	-	2,786.44	15,569.18	15.2%
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	153,980.24	-	301,610.39	1,768,430.85	14.4%
400103 P-ROLL BEN/Medicare Tax-ER Shri	29,192	29,192	2,135.11	2,230.32	-	4,365.43	24,826.28	15.0%
400105 P-ROLL BEN/Health Insurance Be	360,621	360,621	24,130.97	24,130.97	-	48,261.94	312,359.45	13.4%
400106 P-ROLL BEN/Dental Insurance	21,425	21,425	1,387.32	1,387.32	-	2,774.64	18,650.49	13.0%
400109 P-ROLL BEN/Employee Assistance	278	278	18.36	18.36	-	36.72	241.33	13.2%
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	-	332.88	2,231.34	13.0%
400112 P-ROLL BEN/Life Insurance	4,465	4,465	438.49	442.29	-	880.78	3,584.54	19.7%
400114 P-ROLL BEN/Long Term Disability	14,371	14,371	722.64	725.12	-	1,447.76	12,923.56	10.1%
400116 P-ROLL BEN/Unemployment Ins	7,044	7,044	608.00	608.00	-	1,216.00	5,827.88	17.3%
400117 P-ROLL BEN/Personal/Prof Dev	3,750	3,750	-	624.39	-	624.39	3,125.23	16.7%
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	-	14,282.50	71,412.50	16.7%
400127 P-ROLL BEN/OPEB	-	-	-	-	-	-	-	100.0%
400130 P-ROLL BEN/PARS Benefits	-	-	34.09	88.30	-	122.39	(122.39)	100.0%
400149 P-ROLL BEN/PERS-Misc	265,001	265,001	17,997.19	18,094.31	-	36,091.50	228,909.02	13.6%
400151 P-ROLL BEN/PERS-Misc (UAL)	302,609	302,609	23,729.68	23,729.68	-	47,459.36	255,149.34	15.7%
TOTAL FRINGE BENEFITS	1,109,206	1,109,206	78,919.54	79,386.75	-	158,306.29	950,899.56	14.3%
400201 PROF SVCS/Professional Svcs	93,700	93,700	1,865.00	1,174.16	53,147.84	3,039.16	37,513.00	60.0%
400206 PROF SVCS/Legal Serv Cost	275,000	275,000	-	16,666.00	183,334.00	16,666.00	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	1,194.55	-	-	1,194.55	6,305.45	15.9%
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	593.19	-	-	593.19	6,287.81	8.6%
TOTAL PROF & ADMIN SERVICES	390,606	390,606	3,825.40	17,840.16	236,481.84	21,665.56	132,458.60	66.1%
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	-	559.73	559.73	559.73	7,880.54	12.4%
400338 Recognition	300	300	459.51	-	-	459.51	(159.51)	153.2%
400341 OFF SUPP/Office Supplies	8,000	8,000	-	-	-	-	8,000.00	0.0%
TOTAL OTHER OPERATING	77,300	77,300	459.51	559.73	559.73	1,019.24	75,721.03	2.0%
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	104,979	104,979	8,748.30	8,748.00	-	17,496.30	87,483.00	16.7%
400586 COST POOL/(CAP)- Admin Charges	52,481	52,481	4,373.00	4,373.00	-	8,746.00	43,735.00	16.7%
400591 COST POOL/(IND)Civic Ctr Alloc	56,218	56,218	4,684.00	4,684.00	-	9,368.00	46,850.00	16.7%
TOTAL COST POOL	213,678	213,678	17,805.30	17,805.00	-	35,610.30	178,068.00	16.7%
391994 391994 TRANSFER IN/From Gen Fund	(299,373)	(299,373)	(24,948.30)	(24,948.30)	-	(49,896.60)	(249,476.70)	16.7%
90 OPER XFERS IN	(299,373)	(299,373)	(24,948.30)	(24,948.30)	-	(49,896.60)	(249,476.70)	16.7%
TOTAL EXPENDITURES	3,594,258	3,594,258	223,691.60	253,123.58	237,041.57	476,815.18	2,857,601.34	19.9%
NET OPERATING (SURPLUS)/DEFICIT	(100,000)	(100,000)	213,036.85	224,475.08	237,041.57	437,511.93	(797,354)	
CASH BALANCE			1,262,443.54	982,765.47				

Note: TRANSFER IN/From Gen Fund for the month of August had not been recorded, Staff has inputted the monthly amount assume Finance Depart will complete monthly close

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