

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: January 21, 2026

Final Decision Date Deadline: January 21, 2026

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 2025-26 Monthly Revenue and Expenditure Report through December 2025 – Rent Program (Fred Tran 620-6537).

AGENDA ITEM NO:

F-3.

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

ITEM F-3

OBJECT	ORIGINAL BUDGET	ADOPTED BUDGET	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
			July	August	September	October	November	December				
340445 Rental Housing Fees	(3,594,258)	(3,594,258)	(15,939.00)	(28,648.50)	(975,001.50)	(702,753.10)	(283,302.55)	(379,266.65)	-	(2,384,911.30)	(1,209,346.70)	66.4%
TOTAL LICENSES, PRMITS&FEES	(3,594,258)	(3,594,258)	(15,939.00)	(28,648.50)	(975,001.50)	(702,753.10)	(283,302.55)	(379,266.65)	-	(2,384,911.30)	(1,209,346.70)	66.4%
361701 Interest	(50,000)	(50,000)	-	-	(5,609.62)	-	-	(16,700.81)	-	(22,310.43)	(27,689.57)	44.6%
361705 Realized Gain	-	-	5,284.25	-	(1,399.37)	-	-	(366.89)	-	3,517.99	(3,517.99)	0.0%
TOTAL INTEREST & REALIZED INCOME	(50,000)	(50,000)	5,284.25	-	(7,008.99)	-	-	(17,067.70)	-	(18,792.44)	(31,207.56)	37.6%
364855 OTHER REV/Misc Other Revenue	-	-	-	-	(36.00)	(15.00)	-	-	-	(51.00)	51.00	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)	-	-	(36.00)	(15.00)	-	-	-	(51.00)	(49,949.00)	0.1%
TOTAL REVENUE	(3,694,258)	(3,694,258)	(10,654.75)	(28,648.50)	(982,046.49)	(702,768.10)	(283,302.55)	(396,334.35)	-	(2,403,754.74)	(1,290,503.26)	65.1%
400001 SALARIES & WAGES/Executive	975,978	975,978	70,725.98	70,725.98	70,725.98	70,725.98	71,255.96	100,008.59	-	454,168.47	521,809.53	46.5%
400002 SALARIES & WAGES/Mgmt.-Local 21	580,913	580,913	40,049.20	40,522.60	41,344.20	46,439.55	50,401.10	64,197.96	-	282,954.61	297,958.14	48.7%
400003 SALARIES & WAGES/Local 1021	403,995	403,995	27,575.86	27,575.86	27,575.86	20,356.51	14,487.96	20,220.91	-	137,792.96	266,201.91	34.1%
400006 SALARIES & WAGES/PT- Temp	70,000	70,000	3,911.39	10,290.41	20,362.44	9,826.93	9,769.26	11,633.66	-	65,794.09	4,205.91	94.0%
400031 OVERTIME/General	2,500	2,500	-	83.30	138.50	292.55	-	8.54	-	522.89	1,977.11	20.9%
400043 OTHER PAY/Acting Pay	-	-	2,776.32	2,190.69	1,568.91	2,125.62	1,836.42	2,077.90	-	12,575.86	(12,575.86)	100.0%
400048 OTHER PAY/Bilingual Pay	15,500	15,500	848.18	848.18	848.18	783.02	544.88	588.32	-	4,460.76	11,039.24	28.8%
400049 OTHER PAY/Auto Allowance	2,800	2,800	350.00	350.00	350.00	350.00	350.00	350.00	-	2,100.00	700.00	75.0%
400053 OTHER PAY/Pension Credit	18,356	18,356	1,393.22	1,393.22	1,393.22	1,393.22	1,403.82	1,969.38	-	8,946.08	9,409.54	48.7%
400058 OTHER PAY/Bonuses	22,800	22,800	-	-	-	-	-	2,400.00	-	2,400.00	20,400.00	10.5%
TOTAL SALARIES AND WAGES	2,092,841	2,092,841	147,630.15	153,980.24	164,307.29	152,293.38	150,049.40	203,455.26	-	971,715.72	1,100,725.52	46.4%
400103 P-ROLL BEN/Medicare Tax-ER Shri	29,192	29,192	2,135.11	2,230.32	2,371.02	2,197.79	2,176.04	2,931.36	-	14,041.64	15,150.07	48.1%
400105 P-ROLL BEN/Health Insurance Be	360,621	360,621	24,130.97	24,130.97	24,130.97	24,130.97	23,018.07	22,330.80	-	141,872.75	218,748.64	39.3%
400106 P-ROLL BEN/Dental Insurance	21,425	21,425	1,387.32	1,387.32	1,387.32	1,387.32	1,271.71	1,271.71	-	8,092.70	13,332.43	37.8%
400109 P-ROLL BEN/Employee Assistance	278	278	18.36	18.36	18.36	18.36	16.83	16.83	-	107.10	170.95	38.5%
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	166.44	166.44	152.57	152.57	-	970.90	1,593.32	37.9%
400112 P-ROLL BEN/Life Insurance	4,465	4,465	438.49	442.29	443.87	472.20	471.26	471.26	-	2,739.37	1,725.95	61.3%
400114 P-ROLL BEN/Long Term Disability	14,371	14,371	722.64	725.12	727.28	709.54	320.89	340.54	-	3,546.01	10,825.31	24.7%
400116 P-ROLL BEN/Unemployment Ins	7,044	7,044	608.00	608.00	608.00	608.00	570.00	570.00	-	3,572.00	3,471.88	50.7%
400117 P-ROLL BEN/Personal/Prof Dev	3,750	3,750	-	624.39	-	-	750.00	-	-	1,374.39	2,375.23	36.7%
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	7,141.25	7,141.25	7,141.25	7,141.25	-	42,847.50	42,847.50	50.0%
400127 P-ROLL BEN/OPEB	-	-	-	-	-	-	-	-	-	-	-	100.0%
400130 P-ROLL BEN/PARS Benefits	-	-	34.09	88.30	155.86	83.15	86.21	105.93	-	553.54	(553.54)	100.0%
400149 P-ROLL BEN/PERS-Misc	265,001	265,001	17,997.19	18,094.31	18,126.66	17,929.40	17,688.19	18,252.80	-	108,088.55	156,911.97	40.8%
400151 P-ROLL BEN/PERS-Misc (UAL)	302,609	302,609	23,729.68	23,729.68	23,729.68	23,729.68	21,904.32	21,904.32	-	138,727.36	163,881.34	45.8%
TOTAL FRINGE BENEFITS	1,109,206	1,109,206	78,919.54	79,386.75	79,006.71	78,574.10	75,567.34	75,489.37	-	466,943.81	642,262.04	42.1%
400201 PROF SVCS/Professional Svcs	93,700	93,700	1,865.00	1,174.16	1,643.16	4,000.82	641.11	1,704.10	45,158.65	11,028.35	37,513.00	60.0%
400206 PROF SVCS/Legal Serv Cost	275,000	275,000	-	16,666.00	16,666.00	16,666.00	16,666.00	16,666.00	191,670.00	83,330.00	-	100.0%
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	-	-	-	-	-	564.78	-	564.78	1,460.22	27.9%
400263 DUES & PUB/Subscription	7,500	7,500	1,194.55	-	(804.80)	389.75	-	2,137.47	-	2,916.97	4,583.03	38.9%
400271 AD & PROMO/Advertising&Promo	3,000	3,000	172.66	-	(172.66)	-	-	699.00	-	699.00	2,301.00	23.3%
400280 ADM EXP/Program Supplies	6,881	6,881	593.19	-	(172.80)	280.33	-	643.81	-	1,344.53	5,536.47	19.5%
TOTAL PROF & ADMIN SERVICES	390,606	390,606	3,825.40	17,840.16	17,158.90	21,336.90	17,307.11	22,415.16	236,828.65	99,883.63	53,893.72	86.2%
400231 OFF EXP/Postage & Mailing	30,000	30,000	-	-	-	1,157.86	-	-	-	1,157.86	28,842.14	0.0%
400232 OFF EXP/Printing & Binding	30,000	30,000	-	-	-	-	2,365.13	-	-	2,365.13	27,634.87	7.9%
400304 RENTAL EXP/Equipment Rental	9,000	9,000	-	559.73	-	-	-	4,116.37	4,883.63	4,676.10	(559.73)	106.2%
400338 Recognition	300	300	459.51	-	-	-	-	-	-	459.51	(159.51)	153.2%
400341 OFF SUPP/Office Supplies	8,000	8,000	-	-	(120.10)	520.80	-	860.41	-	1,261.11	6,738.89	15.8%
TOTAL OTHER OPERATING	77,300	77,300	459.51	559.73	(120.10)	1,678.66	2,365.13	4,976.78	4,883.63	9,919.71	62,496.66	19.2%
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	8,748.00	8,748.00	8,748.00	8,748.00	-	52,488.30	52,491.00	50.0%
400586 COST POOL/(CAP)-Admin Charges	52,481	52,481	4,373.00	4,373.00	4,373.00	4,373.00	4,373.00	4,373.00	-	26,238.00	26,243.00	50.0%
400591 COST POOL/(IND)Civic Ctr Alloc	56,218	56,218	4,684.00	4,684.00	4,685.00	4,685.00	4,685.00	4,685.00	-	28,108.00	28,110.00	50.0%
TOTAL COST POOL	213,678	213,678	17,805.30	17,805.00	17,806.00	17,806.00	17,806.00	17,806.00	-	106,834.30	106,844.00	50.0%
391994 391994 TRANSFER IN/From Gen Fund	(299,373)	(299,373)	(24,948.30)	-	-	(74,844.00)	(24,948.00)	(24,948.00)	-	(149,688.30)	(149,685.00)	50.0%
90 OPER XFERS IN	(299,373)	(299,373)	(24,948.30)	-	-	(74,844.00)	(24,948.00)	(24,948.00)	-	(149,688.30)	(149,685.00)	50.0%
TOTAL EXPENDITURES	3,594,258	3,594,258	223,691.60	278,071.88	278,158.80	196,845.04	238,146.98	299,194.57	241,712.28	1,514,108.87	1,818,036.94	48.9%
NET OPERATING (SURPLUS)/DEFICIT	(100,000)	(100,000)	213,036.85	249,423.38	-703,887.69	-505,923.06	-45,155.57	-97,139.78	241,712.28	-889,645.87	527,533.68	
CASH BALANCE			1,262,443.54	982,765.47	1,688,600.89	2,195,563.95	2,239,679.52	2,336,819.30				

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