

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: December 16, 2020

Final Decision Date Deadline: December 16, 2020

STATEMENT OF THE ISSUE: Utilizing the City's MUNIS software system, management staff are able to 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 2020-21 Monthly Revenue and Expenditure Report through November 2020 – Rent Program (Paige Roosa 620-6537).

AGENDA ITEM NO:

F-3.

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Rent Program
FY2020-21 Monthly Revenue and Expenditure Report

ITEM F-3

FUND	ORG	CHARACTER	OBJECT	ORIGINAL BUDGET	REVISED BUDGET	Per 1	Per 2	Per 3	Per 4	Per 5	Per 6	Per 7	Per 8	Per 9	Per 10	Per 11	Per 12	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
						Jul-2020	Aug-2020	Sept-2020	Oct-2020	Nov-2020	Dec-2020	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021	June-2021				
1018	11850065	34	LICENSES, PRMITS&FEES	340445	Rental Housing Fees	(2,609,056.00)	(2,609,056.00)	(210,035.00)	(715,808.00)	(932,667.60)	(234,276.50)	(32,757.95)	-	-	-	-	-	-	(2,125,545.05)	(483,510.95)	81.5%
			TOTAL LICENSES, PRMITS&FEES			(2,609,056.00)	(2,609,056.00)	(210,035.00)	(715,808.00)	(932,667.60)	(234,276.50)	(32,757.95)	-	-	-	-	-	-	(2,125,545.05)	(483,510.95)	81.5%
		36	INTEREST INCOME	361701	Interest	(7,785.37)	-	-	(1,854.42)	-	-	-	-	-	-	-	-	-	(9,639.79)	9,639.79	100.0%
			TOTAL INTEREST INCOME			(7,785.37)	-	-	(1,854.42)	-	-	-	-	-	-	-	-	-	(9,639.79)	9,639.79	100.0%
			OTHER REV/Bad Debt Recovery	364867	Revenue from Collections Agency	-	-	-	(7,785.37)	(2,540.28)	(6,167.59)	-	-	-	-	-	-	-	(16,493.24)	10,325.65	100.0%
			TOTAL OTHER REVENUE			-	-	-	(7,785.37)	(2,540.28)	(6,167.59)	-	-	-	-	-	-	-	(16,493.24)	10,325.65	100.0%
			TOTAL REVENUE			(2,609,056.00)	(2,609,056.00)	(217,820.37)	(715,808.00)	(932,667.60)	(242,298.51)	(32,757.95)	-	-	-	-	-	-	(2,135,184.84)	(473,871.16)	81.8%
1018	11850065	40	SALARIES AND WAGES	400001	SALARIES & WAGES/Executive	667,048.00	667,048.00	55,587.34	55,587.34	55,587.34	55,587.34	55,587.34	-	-	-	-	-	-	277,936.70	389,111.30	41.7%
1018	11850065	40	SALARIES AND WAGES	400002	SALARIES & WAGES/Mgmt-Local 21	303,316.00	303,316.00	15,501.88	13,501.88	13,501.88	16,821.77	17,159.39	-	-	-	-	-	-	76,486.80	226,829.20	25.2%
1018	11850065	40	SALARIES AND WAGES	400003	SALARIES & WAGES/Local 1021	195,857.00	195,857.00	15,832.70	15,832.70	15,832.70	15,832.70	15,832.70	-	-	-	-	-	-	79,163.50	116,693.50	40.4%
1018	11850065	40	SALARIES AND WAGES	400006	SALARIES & WAGES/PT-Temp	43,036.00	43,036.00	1,712.36	1,148.41	2,501.88	2,327.58	2,389.27	-	-	-	-	-	-	10,079.50	32,956.50	100.0%
1018	11850065	40	SALARIES AND WAGES	400031	OVERTIME/General	6,000.00	6,000.00	-	-	264.88	36.12	-	-	-	-	-	-	-	301.00	5,699.00	100.0%
1018	11850065	40	SALARIES AND WAGES	400048	OTHER PAY/bilingual Pay	9,402.00	9,402.00	773.68	854.23	827.38	900.53	900.53	-	-	-	-	-	-	4,256.35	5,145.65	45.3%
1018	11850065	40	SALARIES AND WAGES	400049	OTHER PAY/Auto Allowance	4,200.00	4,200.00	350.00	350.00	350.00	350.00	350.00	-	-	-	-	-	-	1,750.00	2,450.00	41.7%
1018	11850065	40	SALARIES AND WAGES	400050	OTHER PAY/Medical- in Lieu of	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1018	11850065	40	SALARIES AND WAGES	400079	COMP ABSENCES/WC-Prof-Mgt-Tec	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			TOTAL SALARIES AND WAGES			1,228,859.00	1,228,859.00	89,757.96	87,274.56	88,866.06	91,856.04	92,219.23	-	-	-	-	-	-	449,973.85	778,885.15	36.6%
1018	11850065	41	FRINGE BENEFITS	400103	P-ROLL BEN/Medicare Tax-ER Shr	16,122.00	16,122.00	1,304.81	1,268.80	1,313.62	1,340.12	1,340.49	-	-	-	-	-	-	6,567.84	9,554.16	40.7%
1018	11850065	41	FRINGE BENEFITS	400105	P-ROLL BEN/Health Insurance Be	148,142.00	148,142.00	10,441.39	10,441.39	10,441.39	10,441.39	10,441.39	-	-	-	-	-	-	52,206.95	95,935.05	35.2%
1018	11850065	41	FRINGE BENEFITS	400106	P-ROLL BEN/Dental Insurance	16,258.00	16,258.00	1,217.00	1,217.00	1,217.00	1,217.00	1,217.00	-	-	-	-	-	-	6,085.00	10,173.00	37.4%
1018	11850065	41	FRINGE BENEFITS	400109	P-ROLL BEN/Employee Assistance	484.00	484.00	36.40	36.40	36.40	36.40	36.40	-	-	-	-	-	-	182.00	302.00	37.6%
1018	11850065	41	FRINGE BENEFITS	400110	P-ROLL BEN/Professional Dev-Mg	6,000.00	6,000.00	-	-	36.40	36.40	36.40	-	-	-	-	-	-	6,000.00	0.00	0.0%
1018	11850065	41	FRINGE BENEFITS	400111	P-ROLL BEN/Vision	2,123.00	2,123.00	161.00	161.00	161.00	161.00	161.00	-	-	-	-	-	-	805.00	1,318.00	37.9%
1018	11850065	41	FRINGE BENEFITS	400112	P-ROLL BEN/Life Insurance	3,717.00	3,717.00	291.40	291.40	291.40	291.40	291.40	-	-	-	-	-	-	1,457.00	2,260.00	39.2%
1018	11850065	41	FRINGE BENEFITS	400114	P-ROLL BEN/Long Term Disabilit	11,132.00	11,132.00	788.51	790.93	790.93	790.93	790.93	-	-	-	-	-	-	3,952.23	7,179.77	35.5%
1018	11850065	41	FRINGE BENEFITS	400116	P-ROLL BEN/Unemployment Ins	5,016.00	5,016.00	456.00	456.00	418.00	456.00	418.00	-	-	-	-	-	-	2,204.00	2,812.00	43.9%
1018	11850065	41	FRINGE BENEFITS	400117	P-ROLL BEN/Personal/Prof Dev	2,250.00	2,250.00	-	-	1,500.00	-	-	-	-	-	-	-	-	1,500.00	750.00	66.7%
1018	11850065	41	FRINGE BENEFITS	400118	P-ROLL BEN/Worker Comp-Injury Appt	-	-	-	-	337.62	-	-	-	-	-	-	-	-	337.62	(337.62)	100.0%
1018	11850065	41	FRINGE BENEFITS	400121	P-ROLL BEN/Worker Comp-Clerica	14,330.00	14,330.00	1,330.40	1,267.57	1,418.35	1,388.93	1,405.80	-	-	-	-	-	-	6,821.05	7,508.95	47.6%
1018	11850065	41	FRINGE BENEFITS	400122	P-ROLL BEN/Worker Comp-Prof	80,557.00	80,557.00	6,224.94	6,224.94	6,224.94	6,194.52	6,224.94	-	-	-	-	-	-	31,094.28	49,462.72	38.6%
1018	11850065	41	FRINGE BENEFITS	400124	P-ROLL BEN/CON-MEDICL EE Share	(10,500.00)	(10,500.00)	-	-	-	-	-	-	-	-	-	-	-	-	(10,500.00)	0.00
1018	11850065	41	FRINGE BENEFITS	400127	P-ROLL BEN/OPEB	44,703.00	44,703.00	3,550.81	3,527.68	3,584.03	3,563.89	3,580.26	-	-	-	-	-	-	17,806.67	26,896.33	39.8%
1018	11850065	41	FRINGE BENEFITS	400130	P-ROLL BEN/PARS Benefits	-	-	0.80	0.80	0.53	0.27	0.27	-	-	-	-	-	-	2.67	(2.67)	100.0%
1018	11850065	41	FRINGE BENEFITS	400131	P-ROLL BEN/CON-OPEB-EE Share	(9,600.00)	(9,600.00)	-	-	-	-	-	-	-	-	-	-	-	(9,600.00)	0.00	
1018	11850065	41	FRINGE BENEFITS	400149	P-ROLL BEN/PERS-Misc	147,443.00	147,443.00	11,723.63	11,657.01	11,839.56	11,818.92	11,827.20	-	-	-	-	-	-	58,866.32	88,576.68	39.9%
1018	11850065	41	FRINGE BENEFITS	400151	P-ROLL BEN/PERS-Misc (UAL)	223,322.00	223,322.00	21,460.45	19,509.50	21,460.45	21,460.45	21,460.45	-	-	-	-	-	-	105,351.30	117,970.70	47.2%
1018	11850065	41	FRINGE BENEFITS		TOTAL FRINGE BENEFITS	701,499.00	701,499.00	58,987.54	56,850.42	60,697.60	59,508.84	59,195.53	-	-	-	-	-	-	295,239.93	406,239.07	42.1%
1018	11850065	42	PROF & ADMIN SERVICES	400201	PROF SVCS/Professional Svcs	17,500.00	17,500.00	50.63	762.75	899.63	1,573.08	589.40	-	-	-	-	-	-	10,598.88	14,474.37	82.7%
1018	11850065	42	PROF & ADMIN SERVICES	400206	PROF SVCS/Legal Serv Cost	210,000.00	210,000.00	-	-	-	-	10,416.00	-	-	-	-	-	-	139,578.00	149,994.00	71.4%
1018	11850065	42	PROF & ADMIN SERVICES	400242	TRAVEL & TRNG/Mileage	204.00	204.00	-	-	-	-	-	-	-	-	-	-	-	-	204.00	0.0%
1018	11850065	42	PROF & ADMIN SERVICES	400243	TRAVEL & TRNG/Conf, Mtng Trng	1,224.00	1,224.00	-	-	-	-	-	-	-	-	-	-	-	-	1,224.00	0.0%
1018	11850065	42	PROF & ADMIN SERVICES	400245	TRAVEL & TRNG/Tuition Rmb/Cer	1,500.00	1,500.00	-	-	-	-	-	-	-	-	-	-	-	-	1,500.00	100.0%
1018	11850065	42	PROF & ADMIN SERVICES	400261	DUES & PUB/Memberships & Dues	800.00	800.00	-	-	-	-	-	-	-	-	-	-	-	-	800.00	0.0%
1018	11850065	42	PROF & ADMIN SERVICES	400262	DUES & PUB/Books & Subs	1,650.00	1,650.00	-	-	-	-	-	-	-	-	-	-	-	-	1,650.00	0.0%
1018	11850065	42	PROF & ADMIN SERVICES	400271	AD & PROMO/Advertising&Promo	200.00	200.00	-	279.66	143.59	-	-	-	-	-	-	-	-	423.25	(223.25)	211.6%
1018	11850065	42	PROF & ADMIN SERVICES	400272	AD & PROMO/Community Events	3,513.00	3,513.00	-	-	-	-	-	-	-	-	-	-	-	-	3,513.00	0.0%
1018	11850065	42	PROF & ADMIN SERVICES	400280	ADM EXP/Program Supplies	3,525.00	3,525.00	-	291.96	96.00	-	-	-	-	-	-	-	-	387.96	3,137.04	100.0%
			TOTAL PROF & ADMIN SERVICES			240,116.00	240,116.00	50.63	762.75	1,471.25	1,812.67	11,005.40	-	-	-	-	-	-	150,176.88	165,279.58	68.8%
1018	11850065	43	OTHER OPERATING	400231	OFF EXP/Postage & Mailing	25,432.00	25,432.00	-	-	3,063.35	-	-	-	-	-	-	-	-	3,063.35	23,368.65	12.0%
1018	11850065	43	OTHER OPERATING	400232	OFF EXP/Printing & Binding	27,181.00	27,181.00	-	-	1,326.46	102.40	385.66	-	-	-	-	-	-	1,814.52	25,366.48	100.0%
1018	11850065	43	OTHER OPERATING	400233	OFF EXP/Copying & Duplicating	-	-	-	235.94	-	-	-	-	-	-	-	-	-	235.94	(235.94)	100.0%
1018	11850065	43	OTHER OPERATING	400304	RENTAL EXP/Equipment Rental																

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