

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: January 20, 2021

Final Decision Date Deadline: January 20, 2021

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 December 2020 – Rent Program (Paige Roosa 620-6537).

AGENDA ITEM NO:

F-4.

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Rent Program
FY2020-21 Monthly Revenue and Expenditure Report

ITEM F-4

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					
34	LICENSES, PERMITS&FEES	340445	Rental Housing Fees TOTAL LICENSES, PERMITS&FEES	(2,609,056.00) (2,609,056.00)	(210,035.00) (210,035.00)	(715,808.00) (715,808.00)	(932,667.60) (932,667.60)	(234,276.50) (234,276.50)	(32,757.95) (32,757.95)	(61,464.90) (61,464.90)	-	-	-	-	-	-	(2,187,009.95) (2,187,009.95)	(422,046.05) (422,046.05)	83.8% 83.8%	
36	INTEREST INCOME	361701	Interest TOTAL INTEREST INCOME	(7,785.37) -	- -	- -	(1,854.42) (1,854.42)	- -	- -	- -	-	-	-	-	-	-	(9,639.79) (9,639.79)	9,639.79 9,639.79	100.0% 100.0%	
	OTHER REV/Bad Debt Recovery	364867	Revenue from Collections Agency TOTAL OTHER REVENUE	- (7,785.37)	- (7,785.37)	- (2,540.28)	- (6,167.59)	- (2,165.18)	- (2,165.18)	- (2,165.18)	-	-	-	-	-	-	(18,658.42) (18,658.42)	10,325.65 10,325.65	100.0% 100.0%	
TOTAL REVENUE				(2,609,056.00)	(2,609,056.00)	(217,820.37)	(723,593.37)	(935,207.88)	(242,298.51)	(32,757.95)	(63,630.08)	-	-	-	-	-	(2,215,308.16)	(402,080.61)	84.9%	
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	-	-	-	-	-	-	333,524.04	333,523.96	50.0%	
40	SALARIES AND WAGES	400002	SALARIES & WAGES/Mgmt-Local 21	303,316.00	303,316.00	15,501.88	15,501.88	15,501.88	15,501.88	15,501.88	-	-	-	-	-	-	82,673.66	220,642.34	27.3%	
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	-	-	-	-	-	-	95,266.42	100,590.58	48.6%	
40	SALARIES AND WAGES	400006	SALARIES & WAGES/PT-Temp	43,036.00	43,036.00	1,712.36	1,712.36	1,712.36	1,712.36	1,712.36	-	-	-	-	-	-	14,337.69	28,698.31	100.0%	
40	SALARIES AND WAGES	400031	OVERTIME/General	6,000.00	6,000.00	-	-	-	-	-	-	-	-	-	-	-	409.36	5,590.64	100.0%	
40	SALARIES AND WAGES	400048	OTHER PAY/Bilingual Pay	9,402.00	9,402.00	773.68	773.68	773.68	773.68	773.68	-	-	-	-	-	-	4,937.43	4,464.57	52.5%	
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	-	-	-	-	-	-	2,100.00	2,100.00	50.0%	
40	SALARIES AND WAGES	400050	OTHER PAY/Medical- in Lieu of	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
40	SALARIES AND WAGES	400079	COMP ABSENCES/WC-Prof-Mgt-Tec	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100.0%	
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	83,274.75	-	-	-	-	-	-	533,248.60	695,610.40	43.4%
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	-	-	-	-	-	-	7,780.96	8,341.04	48.3%	
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	-	-	-	-	-	-	63,624.87	84,517.13	42.9%	
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	-	-	-	-	-	-	7,302.00	8,956.00	44.9%	
41	FRINGE BENEFITS	400109	P-ROLL BEN/Employee Assistance	484.00	484.00	36.40	36.40	36.40	36.40	36.40	-	-	-	-	-	-	218.40	265.60	45.1%	
41	FRINGE BENEFITS	400110	P-ROLL BEN/Professional Dev-Mg	6,000.00	6,000.00	-	-	-	-	-	-	-	-	-	-	-	159.36	5,840.64	2.7%	
41	FRINGE BENEFITS	400111	P-ROLL BEN/Vision	2,123.00	2,123.00	161.00	161.00	161.00	161.00	161.00	-	-	-	-	-	-	966.00	1,157.00	45.5%	
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	-	-	-	-	-	-	1,748.40	1,968.60	47.0%	
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	-	-	-	-	-	-	4,743.16	6,388.84	42.6%	
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	-	-	-	-	-	-	2,660.00	2,356.00	53.0%	
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%	
41	FRINGE BENEFITS	400118	P-ROLL BEN/Worker Comp-Injury Appt	-	-	-	-	337.62	-	-	-	-	-	-	-	-	337.62	(337.62)	100.0%	
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	1,398.93	1,405.80	-	-	-	-	-	-	8,435.05	5,894.95	58.9%	
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	-	-	-	-	-	-	37,319.22	43,237.78	46.3%	
41	FRINGE BENEFITS	400124	P-ROLL BEN/CON-MEDICL EE Share	(10,500.00)	(10,500.00)	-	-	-	-	-	-	-	-	-	-	-	(10,500.00)	0.00	0.0%	
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	-	-	-	-	-	-	21,436.86	23,266.14	48.0%	
41	FRINGE BENEFITS	400130	P-ROLL BEN/PARS Benefits	-	-	0.80	0.80	0.53	0.27	0.27	-	-	-	-	-	-	14.91	(14.91)	100.0%	
41	FRINGE BENEFITS	400131	P-ROLL BEN/CON-OPEB-EE Share	(9,600.00)	(9,600.00)	-	-	-	-	-	-	-	-	-	-	-	(9,600.00)	0.00	0.0%	
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	-	-	-	-	-	-	70,856.95	76,586.05	48.1%	
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	-	-	-	-	-	-	126,811.75	96,510.25	56.8%	
TOTAL FRINGE BENEFITS				701,499.00	701,499.00	58,987.54	56,850.42	60,697.60	59,508.84	59,195.53	60,675.58	-	-	-	-	-	-	355,915.51	345,583.49	50.7%
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	15,578.91	89.0%	
42	PROF & ADMIN SERVICES	400206	PROF SVCS/Legal Serv Cost	210,000.00	210,000.00	-	-	-	-	10,416.00	-	-	-	-	-	-	139,578.00	172,910.00	82.3%	
42	PROF & ADMIN SERVICES	400242	TRAVEL & TRNG/Mileage	204.00	204.00	-	-	-	-	-	-	-	-	-	-	-	-	204.00	0.0%	
42	PROF & ADMIN SERVICES	400243	TRAVEL & TRNG/Conf, Mtng Trng	1,224.00	1,224.00	-	-	-	-	-	-	-	-	-	-	-	-	1,224.00	0.0%	
42	PROF & ADMIN SERVICES	400245	TRAVEL & TRNG/Tuition Rmty/Cer	1,500.00	1,500.00	-	-	-	-	-	-	-	-	-	-	-	-	1,500.00	100.0%	
42	PROF & ADMIN SERVICES	400261	DUES & PUB/Memberships & Dues	800.00	800.00	-	-	-	-	-	-	-	-	-	-	-	-	800.00	0.0%	
42	PROF & ADMIN SERVICES	400262	DUES & PUB/Books & Subs	1,650.00	1,650.00	-	-	-	-	-	-	-	-	-	-	-	-	1,650.00	0.0%	
42	PROF & ADMIN SERVICES	400271	AD & PROMO/Advertising&Promo	200.00	200.00	-	279.66	-	-	113.39	-	-	-	-	-	-	536.64	(336.64)	268.3%	
42	PROF & ADMIN SERVICES	400272	AD & PROMO/Community Events	3,513.00	3,513.00	-	-	143.59	-	-	-	-	-	-	-	-	-	3,513.00	0.0%	
42	PROF & ADMIN SERVICES	400280	ADM EXP/Program Supplies	3,525.00	3,525.00	-	291.96	96.00	-	195.96	-	-	-	-	-	-	583.92	2,941.08	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	24,329.89	-	-	-	-	-	-	150,176.88	189,609.47	79.0%
43	OTHER OPERATING	400231	OFF EXP/Postage & Mailing	25,432.00	25,432.00	-	3,063.35	-	-	-	-	-	-	-	-	-	3,063.35	2,368.65	12.0%	
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%	
43	OTHER OPERATING	400233	OFF EXP/Copying & Duplicating	-	-	-	235.94	-	-	-	-	-	-	-	-	-	235.94	(235.94)	100.0%	
43	OTHER OPERATING	400304	RENTAL EXP/Equipment Rental	8,000.00	8,000.00	-	185.73	799.18	-	-	-	-	-	-	-	-	4,243.89	5,228.80	65.4%	
43	OTHER OPERATING	400321	MISC EXP/Misc Contrib	3,000.00	3,000.00	-	-	-	-	-	-	-	-	-	-	-	-	3,000.00	0.0%	
43	OTHER OPERATING	400322	MISC EXP/Misc Exp	2,925.00	2,925.00	-	-	-	-	-	-	-	-	-	-	-	-	2,925.00	0.0%	
43	OTHER OPERATING	400341	OFF SUPP/Office Supplies	6,795.00	6,795.00	-	1,095.54	120.25	-	38.38	-	-	-	-	-	-	1,254.17	5,540.83	18.5%	
43	OTHER OPERATING	400344	OFF SUPP/Computer Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	
TOTAL OTHER OPERATING				73,333.00	73,333.00	-	185.73	5,721.29	1,021.83	385.66	38.38	-	-	-	-	-	-	4,243.89	11,596.78	15.8%
44	UTILITIES	400401	UTILITIES/Tel & Telegraph	284.00	284.00	-	-	-	45.87	183.51	-	-	-	-	-	-	229.38	54.62	80.8%	
TOTAL UTILITIES				284.00	284.00	-	-	-	-	45.87	183.51	-	-	-	-	-	-	229.38	54.62	80.8%
45	EQUIPMENT & CONTRACT SVCS	400538	CONTRACT SVCS/Other Cntrl Svcs																	

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