

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: April 21, 2021

Final Decision Date Deadline: April 21, 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

- | | | |
|---|--|---------------------------------|
| <input type="checkbox"/> Presentation/Proclamation/Commendation (3-Minute Time Limit) | | |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Regulation | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Contract/Agreement | <input checked="" 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 March 2021 – Rent Program (Paige Roosa 620-6537).

AGENDA ITEM NO:

K-2.

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Rent Program
FY2020-21 Monthly Revenue and Expenditure Report

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	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED		
						Jul-2020	Aug-2020	Sept-2020	Oct-2020	Nov-2020	Dec-2020	Jan-2021	Feb-2021	Mar-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)	(61,464.90)	(64,051.25)	(18,393.00)	(43,908.90)	(2,313,363.10)	(295,692.90)	88.7%	
					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)	(61,464.90)	(64,051.25)	(18,393.00)	(43,908.90)	(2,313,363.10)	(295,692.90)	88.7%	
		36	INTEREST INCOME	361701	Interest	-	-	(7,785.37)	-	-	(1,854.42)	-	-	(2,232.57)	-	-	(11,872.36)	11,872.36	100.0%	
					TOTAL INTEREST INCOME	-	-	(7,785.37)	-	-	(1,854.42)	-	-	(2,232.57)	-	-	(11,872.36)	11,872.36	100.0%	
			OTHER REV/Bad Debt Recovery	364867	Revenue from Collections Agency	-	-	-	(7,785.37)	(2,540.28)	(6,167.59)	-	(2,165.18)	-	(6,063.00)	-	(24,721.42)	10,325.65	100.0%	
					TOTAL OTHER REVENUE	-	-	-	(7,785.37)	(2,540.28)	(6,167.59)	-	(2,165.18)	-	(6,063.00)	-	(24,721.42)	10,325.65	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)	(66,283.82)	(24,456.00)	(43,908.90)	(2,349,956.88)	(273,494.89)	90.1%	
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	55,587.34	55,587.34	55,587.34	500,286.06	166,761.94	75.0%		
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	6,186.86	13,501.88	20,858.99	19,769.72	136,804.25	166,511.75	45.1%	
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	16,102.92	16,102.92	11,502.16	11,854.39	134,725.89	61,131.11	68.8%	
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	4,258.19	2,924.65	3,023.99	1,236.08	21,522.41	21,513.59	100.0%	
1018	11850065	40	SALARIES AND WAGES	400031	OVERTIME/General	6,000.00	6,000.00	-	-	264.88	36.12	-	108.36	168.56	50.46	297.85	926.23	5,073.77	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	681.08	827.38	869.74	855.41	7,489.96	1,912.04	79.7%	
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	350.00	350.00	350.00	350.00	3,150.00	1,050.00	75.0%	
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	-	-	-	-	-	-	-	-	-	-	-	-	-	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	89,462.73	92,242.68	89,950.79	804,904.80	423,954.20	65.5%	
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	1,213.12	1,309.14	1,340.99	1,323.78	11,754.87	4,367.13	72.9%	
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	11,417.92	11,417.92	11,417.92	11,417.92	97,878.63	50,263.37	66.1%	
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	1,217.00	1,217.00	1,217.00	1,217.00	10,953.00	5,305.00	67.4%	
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	36.40	36.40	36.40	36.40	327.60	156.40	67.7%	
1018	11850065	41	FRINGE BENEFITS	400110	P-ROLL BEN/Professional Dev-Mg	6,000.00	6,000.00	-	-	-	-	-	159.36	590.64	-	750.00	1,500.00	4,500.00	25.0%	
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	161.00	161.00	161.00	161.00	1,449.00	674.00	68.3%	
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	291.40	291.40	305.81	305.81	2,651.42	1,065.58	71.3%	
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	790.93	790.93	823.43	823.43	7,180.95	3,951.05	64.5%	
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	456.00	418.00	456.00	380.00	3,914.00	1,102.00	78.0%	
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	-	-	-	-	-	692.26	(692.26)	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	1,398.93	1,405.80	1,614.00	1,465.44	933.93	804.08	11,638.50	2,691.50	81.2%	
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	6,224.94	6,224.94	6,887.83	6,789.68	57,221.67	23,335.33	71.0%	
1018	11850065	41	FRINGE BENEFITS	400124	P-ROLL BEN/CON-MEDICL EE Share	(10,500.00)	(10,500.00)	-	-	-	-	-	-	-	-	-	-	(10,500.00)	0.0%	
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	3,630.19	3,604.18	3,711.79	3,627.70	32,380.53	12,322.47	72.4%	
1018	11850065	41	FRINGE BENEFITS	400130	P-ROLL BEN/PARS Benefits	-	-	0.80	0.80	0.53	0.27	0.27	12.24	3.16	6.17	-	24.24	(24.24)	100.0%	
1018	11850065	41	FRINGE BENEFITS	400131	P-ROLL BEN/CON-OPEB-EE Share	(9,600.00)	(9,600.00)	-	-	-	-	-	-	-	-	-	-	(9,600.00)	0.0%	
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	11,990.63	11,905.48	12,263.35	12,033.84	107,059.62	40,383.38	72.6%	
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	21,460.45	21,460.45	21,460.45	21,460.45	191,193.10	32,128.90	85.6%	
			TOTAL FRINGE BENEFITS			701,499.00	701,499.00	58,987.54	56,850.42	60,697.60	59,508.84	59,195.53	60,896.08	61,022.07	61,485.73	539,319.39	162,179.61	76.9%		
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	1,104.54	995.07	595.99	832.86	10,598.88	18,002.83	102.9%	
1018	11850065	42	PROF & ADMIN SERVICES	400206	PROF SVCS/Legal Serv Cost	210,000.00	210,000.00	-	-	-	-	10,416.00	22,916.00	6,250.00	14,582.00	16,666.00	139,578.00	210,408.00	100.2%	
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	-	-	-	-	-	-	-	1,452.58	-	1,452.58	(652.58)	181.6%	
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	-	113.39	-	178.00	-	1,091.64	(891.64)	545.8%	
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	-	195.96	1,565.86	-	585.60	2,735.38	789.62	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	8,988.93	16,630.57	18,461.46	150,176.88	233,690.43	6,425.57	97.3%
1018	11850065	43	OTHER OPERATING	400231	OFF EXP/Postage & Mailing	25,432.00	25,432.00	-	3,063.35	-	-	-	173.14	162.90	329.86	3,729.25	21,702.75	14.7%		
1018	11850065	43	OTHER OPERATING	400232	OFF EXP/Printing & Binding	27,181.00	2													

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