

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: February 17, 2021

Final Decision Date Deadline: February 17, 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 January 2021 – 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

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 TOTAL LICENSES, PRMITS&FEES	(2,609,056.00) (2,609,056.00)	(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)	(64,051.25) (64,051.25)	-	-	-	-	-	(2,251,061.20) (2,251,061.20)	(357,994.80) (357,994.80)	86.3% 86.3%	
		36	INTEREST INCOME	361701	Interest TOTAL INTEREST INCOME	- -	(7,785.37) (7,785.37)	- -	(1,854.42) (1,854.42)	- -	(1,854.42) (1,854.42)	- -	- -	(2,232.57) (2,232.57)	-	-	-	-	-	(11,872.36) (11,872.36)	11,872.36 11,872.36	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) (2,540.28)	(6,167.59) (6,167.59)	- -	(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)	(66,283.82)	-	-	-	-	-	(2,281,591.98)	(335,796.79)	87.4%	
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	55,587.34	55,587.34		389,111.38	277,936.62	58.3%		
1018	11850065	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	15,501.88	15,501.88	15,501.88	15,501.88	15,501.88	15,501.88		96,175.54	207,140.46	31.7%	
1018	11850065	40	SALARIES AND WAGES	400003	SALARIES & WAGES/Local1021	195,857.00	195,857.00	15,832.70	15,832.70	15,832.70	15,832.70	15,832.70	15,832.70	15,832.70	15,832.70	15,832.70	15,832.70	15,832.70		111,369.34	84,487.66	56.9%	
1018	11850065	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	1,712.36	1,712.36	1,712.36	1,712.36	1,712.36	1,712.36		17,262.34	25,773.66	100.0%	
1018	11850065	40	SALARIES AND WAGES	400031	OVERTIME/General	6,000.00	6,000.00													5,777.92	5,422.08	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	827.38	827.38	827.38	827.38		5,764.81	3,637.19	61.3%	
1018	11850065	40	SALARIES AND WAGES	400049	OTHER PAY/Auto Allowance	4,200.00	4,200.00	350.00												2,450.00	1,750.00	58.3%	
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	83,274.75	89,462.73	-	-	-	-	-	622,711.33	606,147.67	50.7%	
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						9,090.10	7,031.90	56.4%	
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						75,042.79	73,099.21	50.7%	
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						8,519.00	7,739.00	52.4%	
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						254.80	229.20	52.6%	
1018	11850065	41	FRINGE BENEFITS	400110	P-ROLL BEN/Professional Dev-Mg	6,000.00	6,000.00													750.00	5,250.00	12.5%	
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						1,127.00	996.00	53.1%	
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						2,039.80	1,677.20	54.9%	
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						5,534.09	5,507.91	49.7%	
1018	11850065	41	FRINGE BENEFITS	400116	P-ROLL BEN/Unemployment Ins	5,016.00	5,016.00	456.00	456.00	456.00	456.00	456.00	456.00	456.00						3,078.00	1,938.00	61.4%	
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	1,267.57	1,418.35	1,398.93	1,405.80	1,614.00	1,465.44							9,900.49	4,429.51	69.1%	
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						43,544.16	37,012.84	54.1%	
1018	11850065	41	FRINGE BENEFITS	400124	P-ROLL BEN/CON-MEDICL EE Share	(10,500.00)	(10,500.00)													(10,500.00)	0.00	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						25,041.04	19,661.96	56.0%	
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						18.07	(18.07)	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	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						82,762.43	64,680.57	56.1%	
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						148,272.20	75,049.80	66.4%	
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	60,896.08	-	-	-	-	-	416,811.59	284,687.41	59.4%	
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						10,598.88	16,573.98	94.7%	
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						139,578.00	179,160.00	85.3%	
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			113.39	178.00							714.64	(514.64)	357.3%
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							2,149.78	1,375.22	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	-	-	-	-	-	150,176.88	198,598.40	82.7%	
1018	11850065	43	OTHER OPERATING	400231	OFF EXP/Postage & Mailing	25,432.00	25,432.00			3,063.35				173.14						3,236.49	22,195.51	12.7%	
1018	11850065	43	OTHER OPERATING	400232	OFF EXP/Printing & Binding	27,181.00	27,181.00			1,326.46	102.40	385.66		79.34						1,893.86	25,287.14		

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