

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: November 18, 2020

Final Decision Date Deadline: November 18, 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

- | | | |
|---|--|--|
| <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 October 2020 – Rent Program (Paige Roosa 620-6537).

AGENDA ITEM NO:

F-3.

This page intentionally left blank

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					
						MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL	MTD ACTUAL					
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)								(2,092,787.10)	(516,268.90)	80.2%	
						TOTAL LICENSES, PRMITS&FEES	(2,609,056.00)	(2,609,056.00)	(210,035.00)	(715,808.00)	(932,667.60)	(234,276.50)							(2,092,787.10)	(516,268.90)	80.2%	
1018	11850065	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%	
1018	11850065		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)								(2,102,426.89)	(506,629.11)	80.6%	
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								222,349.36	444,698.64	33.3%	
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								59,327.41	243,988.59	19.6%	
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								63,330.80	132,526.20	32.3%	
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								7,690.23	35,345.77	100.0%	
1018	11850065	40	SALARIES AND WAGES	400031	OVERTIME/General	6,000.00	6,000.00			2,501.88	2,327.58								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	3,355.82	35.7%	
1018	11850065	40	SALARIES AND WAGES	400049	OTHER PAY/Auto Allowance	4,200.00	4,200.00				350.00								1,400.00	2,800.00	33.3%	
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								357,754.62	871,104.38	29.1%	
1018	11850065	41	FRINGE BENEFITS	400103	P-ROLL BEN/Medicare Tax-ER Shr	16,122.00	16,122.00	1,304.81	1,304.81	1,304.81	1,304.81								5,227.35	10,894.65	32.4%	
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								41,765.56	106,376.44	28.2%	
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								4,868.00	11,390.00	29.9%	
1018	11850065	41	FRINGE BENEFITS	400109	P-ROLL BEN/Employee Assistance	484.00	484.00	36.40	36.40	36.40	36.40								145.60	338.40	30.1%	
1018	11850065	41	FRINGE BENEFITS	400110	P-ROLL BEN/Professional Dev-Mg	6,000.00	6,000.00													6,000.00	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								644.00	1,479.00	30.3%	
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								1,165.60	2,551.40	31.4%	
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								3,161.30	7,970.70	28.4%	
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								1,786.00	3,230.00	35.6%	
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								5,415.25	8,914.75	37.8%	
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								24,869.34	55,687.66	30.9%	
1018	11850065	41	FRINGE BENEFITS	400124	P-ROLL BEN/CON-MEDICL EE Share	(10,500.00)	(10,500.00)												24,869.34	55,687.66	30.9%	
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								14,226.41	30,476.59	31.8%	
1018	11850065	41	FRINGE BENEFITS	400130	P-ROLL BEN/PARS Benefits			0.80	0.80	0.53	0.27								2.40	(2.40)	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								47,039.12	100,403.88	31.9%	
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								83,890.85	139,431.15	37.6%	
1018	11850065	41	FRINGE BENEFITS	400151	TOTAL FRINGE BENEFITS	701,499.00	701,499.00	58,987.54	56,850.42	60,697.60	59,508.84								236,044.40	465,454.60	33.6%	
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									11,188.28	14,474.37	82.7%
1018	11850065	42	PROF & ADMIN SERVICES	400206	PROF SVCS/Legal Serv Cost	210,000.00	210,000.00												149,994.00	149,994.00	71.4%	
1018	11850065	42	PROF & ADMIN SERVICES	400242	TRAVEL & TRNG/Mileage	204.00	204.00														204.00	
1018	11850065	42	PROF & ADMIN SERVICES	400243	TRAVEL & TRNG/Conf, Mtng Trng	1,224.00	1,224.00														1,224.00	
1018	11850065	42	PROF & ADMIN SERVICES	400245	TRAVEL & TRNG/Tuition Rmb/Cer	1,500.00	1,500.00														1,500.00	
1018	11850065	42	PROF & ADMIN SERVICES	400261	DUES & PUB/Memberships & Dues	800.00	800.00														800.00	
1018	11850065	42	PROF & ADMIN SERVICES	400262	DUES & PUB/Books & Subs	1,650.00	1,650.00														1,650.00	
1018	11850065	42	PROF & ADMIN SERVICES	400271	AD & PROMO/Advertising&Promo	200.00	200.00			279.66	143.59									423.25	(223.25)	
1018	11850065	42	PROF & ADMIN SERVICES	400272	AD & PROMO/Community Events	3,513.00	3,513.00														3,513.00	
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	
1018	11850065	42	PROF & ADMIN SERVICES	400280	TOTAL PROF & ADMIN SERVICES	240,116.00	240,116.00	50.63	762.75	1,471.25	1,812.67								161,182.28	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	22,368.65	
1018	11850065	43	OTHER OPERATING	400232	OFF EXP/Printing & Binding	27,181.00	27,181.00			1,326.46	102.40										1,428.86	25,752.14
1018	11850065	43	OTHER OPERATING	400233	OFF EXP/Copying & Duplicating					235.94											235.94	
1018	11850065	43	OTHER OPERATING	400304	RENTAL EXP/Equipment Rental	8,000.00	8,000.00		185.73		799.18								4,243.89	5,228.80	2,771.20	
1018	11850065	43	OTHER OPERATING	400321	MISC EXP/Misc Contrib	3,000.00	3,000.00														3,000.00	
1018	11850065	43	OTHER OPERATING	400322	MISC EXP/Misc Exp	2,925.00	2,925.00														2,925.00	
1018	11850065	43	OTHER OPERATING	400341	OFF SUPP/Office Supplies	6,795.00	6,795.00			1,095.54	120.25										1,215	

This page intentionally left blank