

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: February 20, 2019

Final Decision Date Deadline: February 20, 2019

STATEMENT OF THE ISSUE: The Rent Program receives monthly variance reports from the City of Richmond Finance Department. These reports provide useful information on the Rent Program's revenues and expenditures throughout the fiscal year. Finance Department staff members have graciously agreed to provide these reports to staff on a schedule that will permit them to be included in the agenda for the Rent Board's regularly scheduled meetings.

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 2018-19 Monthly Revenue and Expenditure Report through January 2019 – Rent Program (Paige Roosa 620-6537).

AGENDA ITEM NO:

F-6.

Rent Program
FY2018-19 Monthly Revenue and Expenditure Report

FUND	ORG	CHARACTER	OBJECT	ORIGINAL BUDGET	REVISED BUDGET	Per 1 Jul-2018 MTD ACTUAL	Per 2 Aug-2018 MTD ACTUAL	Per 3 Sept-2018 MTD ACTUAL	Per 4 Oct-2018 MTD ACTUAL	Per 5 Nov-2018 MTD ACTUAL	Per 6 Dec-18 MTD ACTUAL	Per 7 Jan-19 MTD ACTUAL	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED		
1018	11850065	34	LICENSES, PRMITS&FEES	340445	FEES/Admin Fees	(2,804,925.00)	(2,804,925.00)	(61,153.75)	(87,687.78)	(49,762.50)	(491,811.00)	(51,052.25)	(74,694.25)	(128,623.00)	(944,784.53)	(1,860,140.47)	33.7%	
					TOTAL LICENSES, PRMITS&FEES	(2,804,925.00)	(2,804,925.00)	(61,153.75)	(87,687.78)	(49,762.50)	(491,811.00)	(51,052.25)	(74,694.25)	(128,623.00)	(944,784.53)	(1,860,140.47)	33.7%	
1018	11850065	38	OTHER REVENUE	364855	OTHER REV/Misc Other Revenue	-	-	(20.60)	-	-	-	(75.00)	-	(95.60)	95.60	100.0%		
					TOTAL OTHER REVENUE	-	-	(20.60)	-	-	-	(75.00)	-	(95.60)	95.60	100.0%		
					TOTAL REVENUE	(2,804,925.00)	(2,804,925.00)	(61,153.75)	(87,708.38)	(49,762.50)	(491,811.00)	(51,052.25)	(74,769.25)	(128,623.00)	(944,880.13)	(1,860,044.87)	33.7%	
1018	11850065	40	SALARIES AND WAGES	400001	SALARIES & WAGES/Executive	470,660.00	470,660.00	43,808.34	44,156.70	44,212.68	44,212.68	44,212.68	44,212.68	309,028.44	161,631.56	65.7%		
1018	11850065	40	SALARIES AND WAGES	400002	SALARIES & WAGES/Mgmt-Local 21	242,235.00	339,735.00	19,837.94	19,837.94	19,837.94	29,118.23	26,024.80	24,445.70	25,570.84	164,673.39	175,061.61	48.5%	
1018	11850065	40	SALARIES AND WAGES	400003	SALARIES & WAGES/Local 1021	119,474.00	119,474.00	10,783.02	10,783.02	10,783.02	10,987.78	10,987.78	10,987.78	76,095.42	43,378.58	63.7%		
1018	11850065	40	SALARIES AND WAGES	400006	SALARIES & WAGES/PT- Temp	77,530.00	77,530.00	2,276.74	5,707.84	4,616.42	2,981.22	4,401.34	4,113.23	2,902.15	26,998.94	50,531.06	34.8%	
1018	11850065	40	SALARIES AND WAGES	400031	OVERTIME/General	12,000.00	12,000.00	317.29	70.53	14.11	-	562.34	1,191.51	270.53	2,426.31	9,573.69	20.2%	
1018	11850065	40	SALARIES AND WAGES	400048	OTHER PAY/Bilingual Pay	1,674.00	1,674.00	549.59	484.82	484.82	484.82	546.69	776.66	592.73	3,920.13	(2,246.13)	234.2%	
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	2,450.00	1,750.00	58.3%	
1018	11850065	40	SALARIES AND WAGES	400050	OTHER PAY/Medical- in Lieu of	4,200.00	4,200.00	350.00	350.00	200.00	200.00	200.00	200.00	200.00	1,700.00	2,500.00	40.5%	
					TOTAL SALARIES AND WAGES	931,973.00	1,029,473.00	78,272.92	81,740.85	80,498.99	88,129.97	87,285.63	86,277.56	85,086.71	587,292.63	442,180.37	57.0%	
1018	11850065	41	FRINGE BENEFITS	400103	P-ROLL BEN/Medicare Tax-ER Shr	12,303.00	12,303.00	1,160.03	1,188.56	1,180.49	1,292.29	1,269.08	1,255.38	1,237.20	8,583.03	3,719.97	69.8%	
1018	11850065	41	FRINGE BENEFITS	400104	P-ROLL BEN/PERS Benefits			20,717.85	16,042.21						36,760.06	(36,760.06)	100.0%	
1018	11850065	41	FRINGE BENEFITS	400105	P-ROLL BEN/Health Insurance Be	142,999.00	142,999.00	11,256.12	11,256.12	12,037.77	13,601.43	12,819.60	12,629.14	12,629.14	86,229.32	56,769.68	60.3%	
1018	11850065	41	FRINGE BENEFITS	400106	P-ROLL BEN/Dental Insurance	13,347.00	13,347.00	1,108.35	1,108.35	1,108.35	1,354.65	1,231.50	1,231.50	1,231.50	8,374.20	4,972.80	62.7%	
1018	11850065	41	FRINGE BENEFITS	400109	P-ROLL BEN/Employee Assistance	414.00	414.00	32.76	32.76	32.76	40.04	36.40	36.40	36.40	247.52	166.48	59.8%	
1018	11850065	41	FRINGE BENEFITS	400110	P-ROLL BEN/Professional Dev-Mg	5,250.00	5,250.00	1,500.00	686.09	750.00		63.91		3,000.00	2,250.00	57.1%		
1018	11850065	41	FRINGE BENEFITS	400111	P-ROLL BEN/Vision	1,953.00	1,953.00	162.90	162.90	144.90	177.10	161.00	161.00	161.00	1,130.80	822.20	57.9%	
1018	11850065	41	FRINGE BENEFITS	400112	P-ROLL BEN/Life Insurance	2,730.00	2,730.00	423.58	423.58	423.58	511.43	471.34	471.34	471.34	3,196.19	(466.19)	117.1%	
1018	11850065	41	FRINGE BENEFITS	400114	P-ROLL BEN/Long Term Disabilit	8,712.00	8,712.00	721.04	724.02	724.02	873.74	798.88	759.03	806.63	5,407.36	3,304.64	62.1%	
1018	11850065	41	FRINGE BENEFITS	400116	P-ROLL BEN/Unemployment Ins	4,104.00	4,104.00	456.00	456.00	418.00	494.00	456.00	456.00	456.00	3,192.00	912.00	77.8%	
1018	11850065	41	FRINGE BENEFITS	400117	P-ROLL BEN/Personal/Prof Dev	1,500.00	1,500.00								-	1,500.00	0.0%	
1018	11850065	41	FRINGE BENEFITS	400121	P-ROLL BEN/Worker Comp-Clerica	10,023.00	10,023.00	1,038.35	1,351.44	1,224.08	1,033.25	1,198.97	1,165.35	1,024.02	8,035.46	1,987.54	80.2%	
1018	11850065	41	FRINGE BENEFITS	400122	P-ROLL BEN/Worker Comp-Prof	52,605.00	52,605.00	5,339.91	5,369.12	5,373.82	6,152.44	5,892.90	5,760.41	5,854.82	39,743.42	12,861.58	75.6%	
1018	11850065	41	FRINGE BENEFITS	400124	P-ROLL BEN/CON-MEDICL EE Share	(7,500.00)	(7,500.00)								-	(7,500.00)	0.0%	
1018	11850065	41	FRINGE BENEFITS	400127	P-ROLL BEN/OPEB	34,139.00	34,139.00	3,052.68	3,066.98	3,069.28	3,449.92	3,331.44	3,266.68	3,312.82	22,549.80	11,589.20	66.1%	
1018	11850065	41	FRINGE BENEFITS	400128	P-ROLL BEN/Pension Stabilizatr			547.27	274.47						821.74	(821.74)	100.0%	
1018	11850065	41	FRINGE BENEFITS	400130	P-ROLL BEN/PARS Benefits			29.60	75.12	60.19	38.75	57.47	56.07	38.48	355.68	(355.68)	100.0%	
1018	11850065	41	FRINGE BENEFITS	400131	P-ROLL BEN/CON-OPEB-EE Share	(7,200.00)	(7,200.00)								-	(7,200.00)	0.0%	
1018	11850065	41	FRINGE BENEFITS	400149	P-ROLL BEN/PERS-Misc	104,346.00	104,346.00		4,711.56	9,423.12	10,584.18	10,230.52	10,061.72	10,179.48	55,190.58	49,155.42	52.9%	
1018	11850065	41	FRINGE BENEFITS	400151	P-ROLL BEN/PERS-Misc (UAL)	105,819.00	105,819.00		11,337.66	12,597.40	12,597.40	12,597.40	12,597.40	12,597.40	61,727.26	44,091.74	58.3%	
					TOTAL FRINGE BENEFITS	485,544.00	485,544.00	47,546.44	46,243.19	47,244.11	52,950.62	50,552.50	49,971.33	50,036.23	344,544.42	140,999.58	71.0%	
1018	11850065	42	PROF & ADMIN SERVICES	400201	PROF SVCS/Professional Svcs	169,500.00	72,000.00		-	1,084.39		11,070.28	9,857.86	789.28	13,357.65	35,840.54	50.2%	
1018	11850065	42	PROF & ADMIN SERVICES	400206	PROF SVCS/Legal Serv Cost	270,000.00	276,250.00		6,250.00	18,750.00	6,364.02	6,250.00	25,000.00	12,500.00	156,364.02	119,885.98	56.6%	
1018	11850065	42	PROF & ADMIN SERVICES	400220	PROF SVCS/Info Tech Services	3,000.00	3,000.00					541.87			541.87	2,458.13	18.1%	
					PROF & ADMIN SERVICES								359.24	359.24	(359.24)	#DIV/0!		
1018	11850065	42	PROF & ADMIN SERVICES	400242	TRAVEL & TRNG/Mileage	1,000.00	1,000.00				18.85		203.60	317.89	682.11	31.8%		
1018	11850065	42	PROF & ADMIN SERVICES	400243	TRAVEL & TRNG/Conf, Mtng Trng	10,500.00	10,500.00							-	10,500.00	0.0%		
1018	11850065	42	PROF & ADMIN SERVICES	400245	TRAVEL & TRNG/Tuition Rmb/Cer						800.00			800.00	(800.00)	100.0%		
1018	11850065	42	PROF & ADMIN SERVICES	400262	DUES & PUB/Books & Subs	200.00	200.00							-	200.00	0.0%		
1018	11850065	42	PROF & ADMIN SERVICES	400271	AD & PROMO/Advertising&Promo	2,000.00	2,000.00		3.00	655.00	490.34			1,148.34	851.66	57.4%		
1018	11850065	42	PROF & ADMIN SERVICES	400272	AD & PROMO/Community Events	10,000.00	10,000.00		69.96	74.93				144.89	9,855.11	1.4%		
1018	11850065	42	PROF & ADMIN SERVICES	400280	ADM EXP/Program Supplies						708.75		430.52	423.05	1,562.32	(1,562.32)	100.0%	
					TOTAL PROF & ADMIN SERVICES	466,200.00	374,950.00	-	6,250.00	19,907.35	7,093.95	19,880.09	35,851.22	13,807.77	94,607.65	197,398.03	177,551.97	52.6%
1018	11850065	43	OTHER OPERATING	400231	OFF EXP/Postage & Mailing	50,000.00	50,000.00		1,434.62	352.68	442.11	1,224.65	4,896.05	260.10	8,610.21	41,389.79	17.2%	
1018	11850065	43	OTHER OPERATING	400232	OFF EXP/Printing & Binding	-	-				541.87	966.21		2,296.71	3,804.79	(3,804.79)	100.0%	
1018	11850065	43	OTHER OPERATING	400233	OFF EXP/Copying & Duplicating	5,000.00	5,000.00							-	5,000.00	0.0%		
1018	11850065	43	OTHER OPERATING	400304	RENTAL EXP/Equipment Rental	5,000.00	5,000.00							-	5,000.00	0.0%		
1018	11850065	43	OTHER OPERATING	400321	MISC EXP/Misc Contrib	3,000.00	3,000.00							-	3,000.00	0.0%		
1018	11850065	43	OTHER OPERATING	400322	MISC EXP/Misc Exp	10,000.00	10,000.00			376.21	870.51	101.22		182.23	1,873.55	8,126.45	18.7%	
1018	11850065	43	OTHER OPERATING	400341	OFF SUPP/Office Supplies	21,000.00	7,000.00		1,162.55	898.31	101.48		82.07	509.51	2,753.92	4,246.08	39.3%	
1018	11850065	43	OTHER OPERATING	400344	OFF SUPP/Computer Supplies	6,300.00	6,300.00								5,895.26	404.74	93.6%	
					TOTAL OTHER OPERATING	100,300.00	86,300.00	-	1,434.62	1,891.44	2,752.80	2,393.56	4,978.12	3,248.55	22,937.73	63,362.27	26.6%	
1018	11850065																	

Rent Program
FY2018-19 Monthly Revenue and Expenditure Report

ITEM F-6

FUND	ORG	CHARACTER	OBJECT	ORIGINAL BUDGET	REVISED BUDGET	Per 1	Per 2	Per 3	Per 4	Per 5	Per 6	Per 7	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
						Jul-2018	Aug-2018	Sept-2018	Oct-2018	Nov-2018	Dec-18	Jan-19				
1018	11850065	48	ASSET/CAPITAL OUTLAY													
			400601	NONCAP ASST/Comp Hrdware<5K	21,683.00	21,683.00	(11,649.27)	-	11,649.27				6,358.32	6,358.32	15,324.68	29.3%
			400604	NONCAP ASST/Furniture <5k		500.00								-	500.00	0.0%
			400704	CAP OUTLAY/Furn & Equip>5,000		13,500.00					9,996.20		3,503.80	13,500.00	-	100.0%
				TOTAL ASSET/CAPITAL OUTLAY	21,683.00	35,683.00	(11,649.27)	-	11,649.27	-	9,996.20	-	9,862.12	19,858.32	15,824.68	55.7%
TOTAL EXPENDITURES				2,191,475.00	2,197,725.00	127,466.09	148,966.66	182,518.16	164,225.34	173,409.78	200,372.43	165,477.26	110,708.41	1,273,144.13	924,580.87	57.9%
NET OPERATING (SURPLUS)/DEFICIT				(613,450.00)	(607,200.00)	66,312.34	61,258.28	132,755.66	(327,585.66)	122,357.53	125,603.18	36,854.26	110,708.41	328,264.00	(935,464.00)	