

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: April 17, 2019

Final Decision Date Deadline: April 17, 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 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 March 2019 – Rent Program (Paige Roosa 620-6537).

AGENDA ITEM NO:

F-4.

**Rent Program
FY2018-19 Monthly Revenue and Expenditure Report**

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	Per 8 Feb-19 MTD ACTUAL	Per 9 Mar-19 MTD ACTUAL	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED		
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)	(136,885.00)	(203,562.00)		(1,285,231.53)	(1,519,693.47)	45.8%
			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)	(136,885.00)	(203,562.00)		(1,285,231.53)	(1,519,693.47)	45.8%
38	OTHER REVENUE	364855	OTHER REV/Misc Other Revenue				(20.60)				(75.00)			(22.40)		(118.00)	118.00	100.0%
			TOTAL OTHER REVENUE	-	-	-	(20.60)	-	-	-	(75.00)	-	-	(22.40)	-	(118.00)	118.00	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)	(136,885.00)	(203,584.40)	-	(1,285,349.53)	(1,519,575.47)	45.8%
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	44,212.68	44,212.68	44,212.68		397,453.80	73,206.20	84.4%
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	26,665.44	26,665.44		218,004.27	121,730.73	64.2%
40	SALARIES AND WAGES	400003	SALARIES & WAGES/Local 1021	119,474.00	119,474.00	10,783.02	10,783.02	10,783.02	10,783.02	10,987.78	10,987.78	10,987.78	10,987.78	10,987.78		98,070.98	21,403.02	82.1%
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	4,570.85	3,801.24		35,371.03	42,158.97	45.6%
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	755.47	613.82		3,795.67	8,204.40	31.6%
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	614.62	614.62		5,149.37	(3,475.37)	307.6%
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%
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	200.00	200.00		2,100.00	2,100.00	50.0%
			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	88,356.84	87,445.58	-	763,095.05	266,377.95	74.1%
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	1,295.50	1,271.41		11,149.94	1,153.06	90.6%
41	FRINGE BENEFITS	400104	P-ROLL BEN/PERS Benefits			20,717.85	16,042.21									36,760.06	(36,760.06)	100.0%
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	12,629.14	12,629.14		111,487.60	31,511.40	78.0%
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	1,231.50	1,231.50		10,837.20	2,509.80	81.2%
41	FRINGE BENEFITS	400109	P-ROLL BEN/Employee Assistance	414.00	414.00	32.76	32.76	40.04	36.40	36.40	36.40	36.40	36.40	36.40		320.32	93.68	77.4%
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%
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	161.00	161.00		1,452.80	500.20	74.4%
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	471.34	471.34		4,138.87	(1,408.87)	151.6%
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	806.63	806.63		7,020.62	1,691.38	80.6%
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	456.00	456.00		4,104.00	-	100.0%
41	FRINGE BENEFITS	400117	P-ROLL BEN/Personal/Prof Dev	1,500.00	1,500.00							750.00				750.00	750.00	50.0%
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	1,218.76	1,128.94		10,383.16	(360.16)	103.6%
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	5,946.66	5,946.66		51,636.74	968.26	98.2%
41	FRINGE BENEFITS	400124	P-ROLL BEN/CON-MEDICL EE Share	(7,500.00)	(7,500.00)											-	(7,500.00)	0.0%
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	3,357.72	3,357.72		29,265.24	4,873.76	85.7%
41	FRINGE BENEFITS	400128	P-ROLL BEN/Pension Stabilizatr			547.27	274.47							(821.74)		-	-	100.0%
41	FRINGE BENEFITS	400130	P-ROLL BEN/PARS Benefits			29.60	75.12	60.19	38.75	57.47	56.07	38.48	59.42	49.42		464.52	(464.52)	100.0%
41	FRINGE BENEFITS	400131	P-ROLL BEN/CON-OPEB-EE Share	(7,200.00)	(7,200.00)											-	(7,200.00)	0.0%
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	10,319.16	10,319.16		75,828.90	28,517.10	72.7%
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	12,597.40		86,922.06	18,896.94	82.1%
			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	51,336.63	49,640.98	-	445,522.03	40,021.97	91.8%
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	1,483.92	406.12			36,159.46	35,840.54	50.2%
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	6,250.00	6,250.00	11,467.61	156,364.02	119,885.98	56.6%
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%
42	PROF & ADMIN SERVICES	400241	TRAVEL & TRNG/Meal Allowance	-	700.00					359.24						359.24	340.76	51.3%
42	PROF & ADMIN SERVICES	400242	TRAVEL & TRNG/Mileage	1,000.00	1,300.00				18.85	203.60		95.44				317.89	982.11	24.5%
42	PROF & ADMIN SERVICES	400243	TRAVEL & TRNG/Conf, Mtng Trng	10,500.00	10,500.00											-	10,500.00	0.0%
42	PROF & ADMIN SERVICES	400245	TRAVEL & TRNG/Tuition Rmb/Cer						800.00							800.00	(800.00)	100.0%
42	PROF & ADMIN SERVICES	400261	DUES & PUB/Memberships & Dues		824.00									823.75		823.75	0.25	100.0%
42	PROF & ADMIN SERVICES	400262	DUES & PUB/Books & Subs	200.00	200.00											-	200.00	0.0%
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%
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%
42	PROF & ADMIN SERVICES	400280	ADM EXP/Program Supplies						708.75	430.52	423.05	330.00	506.25			2,398.57	(2,398.57)	100.0%
			TOTAL PROF & ADMIN SERVICES	466,200.00	376,774.00	-	6,250.00	19,907.35	7,093.95	19,880.09	35,851.22	13,807.77	8,063.92	7,986.12	80,217.61	199,058.03	177,715.97	52.8%
43	OTHER OPERATING	400231	OFF EXP/Postage & Mailing	50,000.00	47,000.00		1,434.62	352.68	442.11	1,224.65	4,896.05	260.10	366.75			10,160.31	36,839.69	21.6%
43	OTHER OPERATING	400232	OFF EXP/Printing & Binding	-	-				541.87	966.21		2,296.71	4,030.02			8,251.01	(8,251.01)	100.0%
43	OTHER OPERATING	400233	OFF EXP/Copying & Duplicating	5,000.00	8,000.00											-	8,000.00	0.0%
43	OTHER OPERATING	400304	RENTAL EXP/Equipment Rental	5,000.00	5,000.00								8,581.25			8,581.25	(3,581.25)	171.6%
43	OTHER OPERATING	400321	MISC EXP/Misc Contrib	3,000.00	3,000.00								3,000.00			3,000.00	-	100.0%
43	OTHER OPERATING	400322	MISC EXP/Misc Exp	10,000.00	8,176.00		376.21	870.51	101.22		182.23	136.91	31.97	343.38		2,042.43	6,133.57	25.0%
43	OTHER OPERATING	40																

Rent Program
FY2018-19 Monthly Revenue and Expenditure Report

ITEM F-4

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	Per 8 Feb-19 MTD ACTUAL	Per 9 Mar-19 MTD ACTUAL	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED
	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	168,912.14	171,959.73	96,318.37	1,599,625.96	598,099.04	72.8%
	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	32,027.14	(31,624.67)	96,318.37	314,276.43	(921,476.43)	