

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: May 30, 2019

Final Decision Date Deadline: May 30, 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 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 April 2019 – Rent Program (Paige Roosa 620-6537).

AGENDA ITEM NO:

**F-3.**

Rent Program  
FY2018-19 Monthly Revenue and Expenditure Report

| CHARACTER | OBJECT                | ORIGINAL BUDGET | REVISED BUDGET                         | Per 1<br>Jul-2018     | Per 2<br>Aug-2018     | Per 3<br>Sept-2018 | Per 4<br>Oct-2018  | Per 5<br>Nov-2018  | Per 6<br>Dec-18     | Per 7<br>Jan-19    | Per 8<br>Feb-19    | Per 9<br>Mar-19     | Per 10<br>Apr-19    | 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)        | (455,583.25)        | (1,740,814.78)        | (1,064,110.22)        | 62.1%             |              |
|           |                       |                 | <b>TOTAL LICENSES, PRMITS&amp;FEES</b> | <b>(2,804,925.00)</b> | <b>(2,804,925.00)</b> | <b>(61,153.75)</b> | <b>(87,687.78)</b> | <b>(49,762.50)</b> | <b>(491,811.00)</b> | <b>(51,052.25)</b> | <b>(74,694.25)</b> | <b>(128,623.00)</b> | <b>(136,885.00)</b> | <b>(203,562.00)</b> | <b>(455,583.25)</b> | <b>(1,740,814.78)</b> | <b>(1,064,110.22)</b> | <b>62.1%</b>      |              |
| 38        | OTHER REVENUE         | 364855          | OTHER REV/Misc Other Revenue           | -                     | -                     | -                  | (20.60)            | -                  | -                   | (75.00)            | -                  | (22.40)             | (15.00)             | -                   | (133.00)            | 133.00                | 100.0%                |                   |              |
|           |                       |                 | <b>TOTAL OTHER REVENUE</b>             | <b>-</b>              | <b>-</b>              | <b>-</b>           | <b>(20.60)</b>     | <b>-</b>           | <b>-</b>            | <b>(75.00)</b>     | <b>-</b>           | <b>(22.40)</b>      | <b>(15.00)</b>      | <b>-</b>            | <b>(133.00)</b>     | <b>133.00</b>         | <b>100.0%</b>         |                   |              |
|           |                       |                 | <b>TOTAL REVENUE</b>                   | <b>(2,804,925.00)</b> | <b>(2,804,925.00)</b> | <b>(61,153.75)</b> | <b>(87,708.38)</b> | <b>(49,762.50)</b> | <b>(491,811.00)</b> | <b>(51,052.25)</b> | <b>(74,769.25)</b> | <b>(128,623.00)</b> | <b>(136,885.00)</b> | <b>(203,584.40)</b> | <b>(455,598.25)</b> | <b>(1,740,947.78)</b> | <b>(1,063,977.22)</b> | <b>62.1%</b>      |              |
| 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           |                     | 441,666.48          | 28,993.52             | 93.8%                 |                   |              |
| 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          | 26,665.44           | 26,665.44           |                     | 244,669.71          | 95,065.29             | 72.0%                 |                   |              |
| 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          | 10,987.78           | 10,987.78           |                     | 109,058.76          | 10,415.24             | 91.3%                 |                   |              |
| 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            | 39,097.63           | 38,432.37             | 50.4%                 |                   |              |
| 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              | 4,296.10            | 7,703.90              | 35.8%                 |                   |              |
| 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              | 5,763.99            | (4,089.99)            | 344.3%                |                   |              |
| 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              |                     | 3,500.00            | 700.00                | 83.3%                 |                   |              |
| 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              |                     | 2,300.00            | 1,900.00              | 54.8%                 |                   |              |
|           |                       |                 | <b>TOTAL SALARIES AND WAGES</b>        | <b>931,973.00</b>     | <b>1,029,473.00</b>   | <b>78,272.92</b>   | <b>81,740.85</b>   | <b>80,498.99</b>   | <b>88,129.97</b>    | <b>87,285.63</b>   | <b>86,277.56</b>   | <b>85,086.71</b>    | <b>88,356.84</b>    | <b>87,445.58</b>    | <b>87,257.62</b>    | <b>850,352.67</b>     | <b>179,120.33</b>     | <b>82.6%</b>      |              |
| 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            | 12,418.62           | (115.62)              | 100.9%                |                   |              |
| 41        | FRINGE BENEFITS       | 400104          | P-ROLL BEN/PERS Benefits               | 20,717.85             | 16,042.21             | 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           | 124,116.74          | 18,882.26             | 86.8%                 |                   |              |
| 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            | 12,068.70           | 1,278.30              | 90.4%                 |                   |              |
| 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               | 36.40               |                     | 356.72              | 57.28                 | 86.2%                 |                   |              |
| 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              | 1,613.80            | 339.20                | 82.6%                 |                   |              |
| 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              | 4,610.21            | (1,880.21)            | 168.9%                |                   |              |
| 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              | 7,827.25            | 884.75                | 89.8%                 |                   |              |
| 41        | FRINGE BENEFITS       | 400116          | P-ROLL BEN/Unemployment Ins            | 4,104.00              | 4,104.00              | 456.00             | 418.00             | 418.00             | 494.00              | 456.00             | 456.00             | 456.00              | 456.00              | 456.00              | 4,560.00            | (456.00)              | 111.1%                |                   |              |
| 41        | FRINGE BENEFITS       | 400117          | P-ROLL BEN/Personal/Prof Dev           | 1,500.00              | 1,500.00              |                    |                    |                    |                     |                    |                    |                     |                     |                     | 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            | 1,120.23            | 11,503.39             | (1,480.39)            | 114.8%            |              |
| 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            | 57,583.40           | (4,978.40)            | 109.5%                |                   |              |
| 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            | 32,622.96           | 1,516.04              | 95.6%                 |                   |              |
| 41        | FRINGE BENEFITS       | 400128          | P-ROLL BEN/Pension Stabilizatn         |                       |                       | 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               | 512.97              | (512.97)              | 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           | 86,148.06           | 18,197.94             | 82.6%                 |                   |              |
| 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           | 12,597.40           | 99,519.46           | 6,299.54              | 94.0%                 |                   |              |
|           |                       |                 | <b>TOTAL FRINGE BENEFITS</b>           | <b>485,544.00</b>     | <b>485,544.00</b>     | <b>47,546.44</b>   | <b>46,243.19</b>   | <b>47,244.11</b>   | <b>52,950.62</b>    | <b>50,552.50</b>   | <b>49,971.33</b>   | <b>50,036.23</b>    | <b>51,336.63</b>    | <b>49,640.98</b>    | <b>495,972.34</b>   | <b>(10,428.34)</b>    | <b>102.1%</b>         |                   |              |
| 42        | PROF & ADMIN SERVICES | 400201          | PROF SVCS/Professional Svcs            | 169,500.00            | 71,000.00             | -                  | 1,084.39           |                    | 11,070.28           | 9,857.86           | 789.28             | 1,483.92            | 406.12              | 216.84              | 11,250.77           | 36,159.46             | 34,840.54             | 50.9%             |              |
| 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            | 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              |                    |                    |                     |                     | 1,833.33            | 2,375.20            | 624.80                | 79.2%                 |                   |              |
| 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              |                     |                     | 902.79              | 1,220.68            | 79.32                 | 93.9%                 |                   |              |
| 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                |                    |                    |                    |                     |                    |                    |                     |                     |                     |                     |                       |                       |                   |              |
| 42        | PROF & ADMIN SERVICES | 400263          | DUES & PUB/Subscription                |                       | 1,000.00              |                    |                    |                    |                     |                    |                    |                     | 250.00              | 750.00              | -                   | 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              | 80.00               | 2,478.57            | (2,478.57)            | 100.0%                |                   |              |
|           |                       |                 | <b>TOTAL PROF &amp; ADMIN SERVICES</b> | <b>466,200.00</b>     | <b>376,774.00</b>     | <b>-</b>           | <b>6,250.00</b>    | <b>19,907.35</b>   | <b>7,093.95</b>     | <b>19,880.09</b>   | <b>35,851.22</b>   | <b>13,807.77</b>    | <b>8,063.92</b>     | <b>7,986.12</b>     | <b>9,532.96</b>     | <b>74,500.77</b>      | <b>201,874.15</b>     | <b>173,899.85</b> | <b>53.6%</b> |
| 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              | 1,183.35            | 10,474.01           | 36,525.99             | 22.3%                 |                   |              |
| 43        | OTHER OPERATING       | 400232          | OFF EXP/Printing & Binding             | -                     | -                     |                    |                    |                    | 541.87              | 966.21             |                    | 2,296.71            | 4,030.02            | 416.20              | 10,820.58           | (10,820.58)           | 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               | 171.00              | 2,213.43            | 5,962.57              | 27.1%                 |                   |              |
| 43        | OTHER OPERATING       | 400341          | OFF SUPP/Office Supplies               | 21,000.00             | 7,000.00</            |                    |                    |                    |                     |                    |                    |                     |                     |                     |                     |                       |                       |                   |              |

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

**ITEM F-3**

| 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       | ENCUMBRANCES | YTD TOTAL    | AVAILABLE BUDGET | % USED |
|-----------|---------------------------------|-----------------|----------------|------------|------------|------------|--------------|------------|------------|------------|------------|-------------|--------------|--------------|--------------|------------------|--------|
|           |                                 |                 |                | Jul-2018   | Aug-2018   | Sept-2018  | Oct-2018     | Nov-2018   | Dec-18     | Jan-19     | Feb-19     | Mar-19      | Apr-19       |              |              |                  |        |
|           | 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  | 167,972.49   | 87,269.46    | 1,757,549.54 | 439,175.46       | 80.0%  |
|           | 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) | (287,625.76) | 87,269.46    | 16,601.76    | (624,801.76)     |        |