



SPECIAL MEETING OF THE RENT BOARD OF THE CITY OF RICHMOND

CITY COUNCIL CHAMBERS, COMMUNITY SERVICES BUILDING
440 Civic Center Plaza, Richmond, CA 94804

Thursday, May 30, 2019

Boardmembers

(Vacant Position)

Virginia Finlay

Emma Gerould

David Gray

Lauren Maddock

Link to Rent Board Meeting Agendas and Accompanying Materials:

www.ci.richmond.ca.us/3375/Rent-Board

COMMUNICATION ACCESS INFORMATION

This meeting is being held in a wheelchair accessible location. To request disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Bruce Soublet, ADA Coordinator, at (510) 620-6509 at least three business days before the meeting date.

NOTICE TO PUBLIC

The City of Richmond encourages community participation at public meetings and has established procedures that are intended to accommodate public input in a timely and time-sensitive way. As a courtesy to all members of the public who wish to participate in Rent Board meetings, please observe the following procedures:

Public Comment on Agenda Items: Persons wishing to speak on a particular item on the agenda shall file a speaker form with City staff **PRIOR** to the Rent Board's consideration of the item on the agenda. Once the clerk announces the item, only those persons who

have previously submitted speaker forms shall be permitted to speak on the item. Each speaker will be allowed up to two minutes to address the Rent Board.

Public Forum: Individuals who would like to address the Rent Board on matters not listed on the agenda or on items remaining on the consent calendar may do so under Public Forum. All speakers must complete and file a speaker's card with City staff prior to the commencement of Public Forum. The amount of time allotted to individual speakers shall be determined based on the number of persons requesting to speak during this item. The time allocation for each speaker will be as follows: 15 or fewer speakers, a maximum of 2 minutes; 16 to 24 speakers, a maximum of 1 and one-half minutes; and 25 or more speakers, a maximum of 1 minute.

Conduct at Meetings: Richmond Rent Board meetings are limited public forums during which the City strives to provide an open, safe atmosphere and promote robust public debate. Members of the public, however, must comply with state law, as well as the City's laws and procedures and may not actually disrupt the orderly conduct of these meetings. The public, for example, may not shout or use amplifying devices, must submit comment cards and speak during their allotted time in order to provide public comment, may not create a physical disturbance, may not speak on matters unrelated to issues within the jurisdiction of the Rent Board or the agenda item at hand, and may not cause immediate threats to public safety.

City Harassment Policy: The City invites public comment and critique about its operations, including comment about the performance of its public officials and employees, at the public meetings of the City Council and boards and commissions. However, discriminatory or harassing comments about or in the presence of City employees, even comments by third parties, may create a hostile work environment, if severe or pervasive. The City prohibits harassment against an applicant, employee, or contractor on the basis of race, religious creed, color, national origin, ancestry, physical disability, medical condition, mental disability, marital status, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, age or veteran status, or any other characteristic protected by federal, state or local law. In order to acknowledge the public's right to comment on City operations at public meetings, which could include comments that violate the City's harassment policy if such comments do not cause an actual disruption under the Council Rules and Procedures, while taking reasonable steps to protect City employees from discrimination and harassment, City Boards and Commissions shall adhere to the following procedures. If any person makes a harassing remark at a public meeting that violates the above City policy prohibiting harassment, the presiding officer of the meeting may, at the conclusion of the speaker's remarks and allotted time: (a) remind the public that the City's Policy Regarding Harassment of its Employees is contained in the written posted agenda; and (b) state that comments in violation of City policy are not condoned by the City and will play no role in City decisions. If any person makes a harassing remark at a public meeting that violates the above City policy, any City employee in the room who is offended by remarks violating the City's policy is excused from attendance at the meeting. No City employee is compelled to remain in attendance

where it appears likely that speakers will make further harassing comments. If an employee leaves a City meeting for this reason, the presiding officer may send a designee to notify any offended employee who has left the meeting when those comments are likely concluded so that the employee may return to the meeting. The presiding officer may remind an employee or any council or board or commission member that he or she may leave the meeting if a remark violating the City's harassment policy is made.

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SPECIAL MEETING OF THE RICHMOND RENT BOARD

AGENDA

6:00 PM

A. PLEDGE TO THE FLAG

B. ROLL CALL

C. STATEMENT OF CONFLICT OF INTEREST

D. AGENDA REVIEW

E. PUBLIC FORUM

F. CONSENT CALENDAR

- | | |
|------------------------------------------------------------------------------------------------------------|---------------------|
| F-1. APPROVE the minutes of the April 29, 2019, Special Meeting of the Richmond Rent Board. | <i>Cynthia Shaw</i> |
| F-2. RECEIVE the April 2019 Rent Program Monthly Report. | <i>Paige Roosa</i> |
| F-3. RECEIVE the Rent Program FY 2018-19 Monthly Revenue and Expenditure Report through April 2019. | <i>Paige Roosa</i> |

G. CONSIDERATION OF APPEALS

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| G-1. Appeal regarding Petition No. RC18-T022. Landlord appeals a Hearing Examiner's decision that (1) found that the Appellant retained rents in excess of permissible rent levels by failing to return Respondent's security deposit; and (2) required the Appellant return Respondent's entire security deposit in the amount of \$3,400.00. On appeal, Landlord asserts that the Rent Program does not have jurisdiction to hear this matter and "rejects all conclusions of the Hearing Examiner." Staff Attorney, Charles Oshinuga, recommends the Rent Board dismiss this appeal as the claim brought forth in this appeal is barred as a matter of law because the Superior Court has already ruled on an identical claim, involving the same parties. | <i>Charles Oshinuga</i> |
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- G-2.** Appeal regarding Petition No. RC18-T011. Landlord appeals a Hearing Examiner's decision that found (1) there was no proper window for emergency egress for 12 months; (2) there were plumbing/sewer issues adversely affecting the Tenants for one month; (3) there kitchen stove and gas issues that adversely affected the Tenants for one month; (4) there were dust issues that adversely affected the Tenants for 30 days; (5) there was a water leak affecting the Tenants for two days; and, as a result, (6) the Tenants were owed \$5733.33 as Excess Rent. On appeal, Landlord challenges these findings.

Michael Roush

H. REPORTS OF OFFICERS

I. ADJOURNMENT

Any documents produced by the City and distributed to a majority of the Rent Board regarding any item on this agenda will be made available at the Rent Program Office located on the second floor of 440 Civic Center Plaza and will be posted at www.richmondrent.org.

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 minutes of the April 29, 2019, Special Meeting of the Richmond Rent Board require approval.

INDICATE APPROPRIATE BODY

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|-----------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------|--------------------------------------------------------------|-----------------------------------------------------------|
| <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: APPROVE the minutes of the April 29, 2019, Special Meeting of the Richmond Rent Board – Rent Program (Cynthia Shaw 620-5552).

AGENDA ITEM NO:

F-1.

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RICHMOND, CALIFORNIA, April 29, 2019

The Special Meeting of the Richmond Rent Board was called to order at 6:01 P.M.

PLEDGE TO THE FLAG

ROLL CALL

Present: Boardmembers Finlay, Maddock, and Chair Gray.

Absent: Vice Chair Gerould.

STATEMENT OF CONFLICT OF INTEREST

None.

AGENDA REVIEW

None.

PUBLIC FORUM

Cordell Hindler invited the Rent Board to attend community events that will be held during the month of May. He also mentioned that he may have confirmations from some of the Neighborhood Councils in regards to Rent Program Staff Members providing a presentation on rent control at their meetings. Those confirmations are still pending. He also mentioned that he will reach out to the Laurel Park Neighborhood Council to see if they are interested in Rent Program Staff Members providing an overview of rent control at their meeting. He also mentioned that he will reach out to the Richmond Neighborhood Coordinating Council to work out the logistics and he will provide more information at the next Rent Board meeting.

CONSIDERATION OF APPEALS

F-1. Staff Attorney Charles Oshinuga presented on the matter of Appeal regarding Consolidated Petition No. RC18-T012 and RC18-T013. Landlord appeals a Hearing Examiner's decision that granted Tenants' excessive rent petition and found that Landlord collected rent in excess of the permissible levels. On Appeal, Landlord challenges the sufficiency of the evidence relied on by the Hearing Examiner to reach his decision. All parties of the case were present. Initially, the Rent Board extended both parties' time to present due to translation assistance; however, the

Respondents declined translation assistance and the appellant objected to the extended amount of minutes allowed for both parties. Exercising its discretion under Richmond Rent Board Regulation 842(E), the Board extended the time given to the appellant and respondent to present their matter. Each party was given 14 minutes to present its case. The timing was broken down as follows: Appellant presents first with 10 minutes, then Respondent presents with 14 minutes and finally, Appellant closes with 4 minutes. The appeal hearing began and the following individuals presented their case: Attorney Dennis Philips and Chad Andrews. After hearing the issues brought on appeal and considering the testimony of all parties on appeal, the Board adopted Legal Staff's recommendation unchanged and affirmed the Hearing Examiner's Decision.

REPORTS OF OFFICERS

Deputy Director Paige Roosa shared the Rent Program's arrangement to attend upcoming events during the months of June and July to engage community members and share information about the Rent Program and Rent Ordinance. These events include the Richmond Promise Scholars Celebration held at the Richmond Auditorium on Friday, May 3rd 5:30 to 7:30 pm, the Cinco de Mayo Festival held on Sunday, May 5th and the Iron Triangle Neighborhood Council Meeting on May 15th. She also reported that Rent Program Staff Members will be tabling at the Juneteenth Festival in June, will provide a presentation to the Point Richmond Business Association in July, as well as National Night Out on Tuesday, August 6th. She also mentioned that if there are any additional events that Boardmembers are aware of that may be suitable for Rent Program Staff to attend, to please share that information with staff. Boardmember Maddock invited Rent Program Staff to attend The North and East Neighborhood Picnic on Saturday, September 14th, and stated that they have expanded the Non-Profit area. Deputy Director Paige Roosa responded that she would add this event to the list.

Executive Director Nicolas Traylor gave a brief report on the Navigating the Eviction Process in Richmond for Landlords workshop held on Saturday, April 27, 2019, noting that it was well attended.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:34 P.M.

**ITEM F-1
ATTACHMENT 1**

Cynthia Shaw and Paige Roosa
Staff Clerks

(SEAL)

Approved:

David Gray, Chair

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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 Monthly Activity Report is designed to provide members of the Rent Board and Richmond community with a summary of the Rent Program's activities for the month. Staff members find it timely to begin producing such reports on a monthly basis.

INDICATE APPROPRIATE BODY

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| <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 April 2019 Rent Program Monthly Report - Rent Program (Paige Roosa 620-6537).

AGENDA ITEM NO:

F-2.

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MEMORANDUM

TO: Chair Gray and Members of the Rent Board

FROM: Paige Roosa, Deputy Director

DATE: May 30, 2019

SUBJECT: APRIL 2019 MONTHLY ACTIVITY REPORT

Introduction

The Monthly Activity Report is designed to provide members of the Rent Board and Richmond community with a summary of the Rent Program's activities for the month. It is anticipated that the format, content, and detail of this report will evolve over time. Feedback concerning this report may be submitted via email to rent@ci.richmond.ca.us or by calling (510) 234-RENT (7368).

April Department Highlights***Staff members continued to prioritize collection of outstanding Rental Housing Fee revenue.***

In conjunction with the comprehensive Property Enrollment and Tenancy Registration project, staff members have invested a significant amount of time and attention to detail to improve the accuracy of Rental Housing Fee invoices, which is particularly important in the context of a tiered fee. In April 2019, the Rent Program collected over \$455,000 in revenue, for a total amount collected in Fiscal Year 2018-19 of approximately \$1.7 million. Collection efforts will continue throughout the months of May and June, with the goal of ensuring that annual revenue collected exceeds expenditures by the close of the fiscal year on June 30. All Rent Program staff members play a crucial role in ensuring payment of the Rental Housing Fee: Rent Program Services Analysts communicate fee payment requirements to all Landlords who contact the office for assistance. Staff managing the front office, as well as staff in the Billing and Registration Unit, field calls and inquiries and make necessary adjustments to Rental Housing Fee invoices to ensure timely payment. Billing and Registration Unit staff members also work closely with the City's IT and Finance Departments to assess and process payment of the fee. The Hearings Unit ensures that property owners are in compliance with Rental Housing Fee payment requirements prior to the filing of Landlord-initiated petitions. The Legal Unit assists staff members with legal questions concerning collection of the Rental Housing Fee. Collection efforts continue to be a priority for all departmental units.

Senior staff members attended the City of Mountain View Rental Housing Committee's Retreat to exchange information and ideas about implementation of rent control and just cause for eviction ordinances.

The City of Mountain View's Rental Housing Committee was established by the voter-approved Community Stabilization and Fair Rent Act (CSFRA) in 2016. The Rental Housing Committee extended an invitation to the City of Richmond Rent Program to attend their annual retreat on April 15. Executive Director Nicolas Traylor, Administrative Analyst Cynthia Shaw, and I attended the retreat to share information and experiences about implementation of

Richmond’s Fair Rent, Just Cause for Eviction, and Homeowner Protection Ordinance. The retreat provided a unique opportunity for both Richmond and Mountain View staff members, as well as Mountain View’s Rental Housing Committee members, to learn about the successes and challenges of a peer jurisdiction whose Ordinance was also approved in the 2016 general election.

The April Community Workshop, titled “Navigating the Eviction Process in Richmond (Landlord-Oriented)” centered on the Just Cause for Eviction and Unlawful Detainer (eviction) process in the City of Richmond as it relates to Landlord rights and responsibilities.

The March Community Workshop was attended by 47 community members, who received detailed information about the Just Cause for Eviction provisions of the Rent Ordinance, and the Unlawful Detainer process following the termination of a tenancy. Rent Program Services Analyst Vickie Medina conducted a presentation of the applicability of the Rent Ordinance on different types of rental properties, the eight Just Causes for Eviction in Richmond, termination of tenancy noticing requirements, the Unlawful Detainer process, and tips and pitfalls concerning eviction cases. Following the presentation, community members were provided an opportunity to ask questions of staff. Presentation materials are accessible at <http://www.ci.richmond.ca.us/3541/Workshops>.

Summary of Activities

I. Department Unit Activities

FRONT OFFICE UNIT	<i>Occurrences</i>
Persons Assisted By Front Office Unit (without referral to an Analyst)	102
Declarations of Exemption Processed	16
Enrollment Forms Processed	1
Invoices Generated	0
Termination of Tenancy Informational Letters mailed to Property Owners and Tenants in receipt of a Notice of Termination of Tenancy filed with the Rent Program	10
Hard Copy Termination Notices Processed	0
Hard Copy Rent Increase Notices Processed	0

PUBLIC INFORMATION UNIT	<i>Occurrences</i>
Total Consultations Provided by a Rent Program Services Analyst	606
Calls Received (Phone Counseling Sessions)	338
Walk-Ins (Includes Appointments)	148
Emails Received	120
Total Consultations Provided in a Language other than English	108
Consultations Provided in Spanish	105
Consultations Provided in Cantonese	3
Legal Service Referral Forms Completed	7

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PUBLIC INFORMATION UNIT (continued)	Occurrences
Courtesy Compliance Letters Mailed	5
Invoices Generated	16
Community Workshop Attendees (4/27/19 - Navigating the Eviction Process in Richmond, Landlord-Oriented)	47
Tenants Assisted	95
Landlords Assisted	116
Property Managers Assisted	13
Attorneys Assisted	1
Social Workers Assisted	1
Realtors Assisted	1
Prospective Purchasers of Rental Property Assisted	1

BILLING AND REGISTRATION UNIT	Occurrences
Total Consultations with a Billing and Registration Unit Staff Member	198
Phone Call Consultations	167
Walk-In Consultations	4
Email Consultations	27
Enrollment/Tenancy Registration Packets Mailed	104
Enrollment Forms Processed	210
Tenancy Registration Forms Processed	0
Invoices Generated	1,318
Payments/Checks Processed	484
Compliance Actions (reviewing records, exemption statuses, owner addresses)	157
Property Information Updated	57
Payments Returned	5
Total Monthly Revenue Collected (04/01/19 - 04/30/19)	\$455,873
Total Revenue Collected in FY 2018-19 (through 04/30/19)	\$1,742,213
Total Revenue Collected in FY 2017-18 (07/01/17 - 06/30/18)	\$1,878,330

LEGAL UNIT	Occurrences
Public Records Act Requests Received	1
Withdrawal from Rental Market (Ellis Act) Termination Notices Reviewed	1
Owner Move-In Termination Notices Reviewed	2

HEARINGS UNIT	Occurrences
Total Landlord Petitions Received	0

ITEM F-2

HEARINGS UNIT (continued)	Occurrences
Total Tenant Petitions Received	5
Excess Rent or Failure to Return Security Deposit Petitions Received	1
Decrease in Space/Services or Habitability Petitions Received	3
Tenant Petition for Rent Withholding Petitions Received	1
Total Number of Cases Closed	3
Cases Settled	2
Cases Dismissed	1
Appeal Hearings Held	1
Total Number of Calls/Walk-Ins/Emails	115
Calls/Placed Received (<i>Regarding Hearings and Petitions</i>)	61
Walk-Ins (<i>Regarding Hearings and Petitions</i>)	5
Emails Sent/Received (<i>Regarding Hearings and Petitions</i>)	49

II. Online Notices Filed with the Rent Program

<i>Type of Form</i>	<i>Monthly Submissions/ Notices Filed</i>	<i>Prior Month Total</i>	<i>% Change from Prior Month</i>
Proof of Excess Rent Refund	0	0	0%
Change in Terms of Tenancy Notices Filed	9	17	-47%
Rent Increase Notices Filed	64	101	-37%
Termination Notices Filed ¹	132	326	-60%
<i>Applicable Just Cause for Eviction – Nonpayment of Rent</i>	119	310	-62%
<i>Applicable Just Cause for Eviction – Breach of Lease</i>	8	12	-33%
<i>Applicable Just Cause for Eviction – Nuisance</i>	2	2	0%
<i>Applicable Just Cause for Eviction – Owner Move In</i>	2	2	0%
<i>Applicable Just Cause for Eviction – Withdrawal from the Rental Market</i>	1	0	N/A
<i>Applicable Just Cause for Eviction – Temporarily Vacate in order to Undertake Substantial Repairs</i>	0	1	-100%
Agent Authorization	5	1	400%
Total Online Form Submissions	210	445	-53%

¹ Note: Termination Notices filed with the Rent Program does not indicate the number of Unlawful Detainer (eviction) lawsuits filed in court. In some cases, the Tenant may cure the issue for the notice (e.g. Tenant pays the rent that is due) and the eviction process is not initiated.

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

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| <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 |
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ITEM

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| <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.

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Rent Program
FY2018-19 Monthly Revenue and Expenditure Report

CHARACTER	OBJECT	ORIGINAL BUDGET	REVISED BUDGET	Per 1 Jul-2018	Per 2 Aug-2018	Per 3 Sept-2018	Per 4 Oct-2018	Per 5 Nov-2018	Per 6 Dec-18	Per 7 Jan-19	Per 8 Feb-19	Per 9 Mar-19	Per 10 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%
			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)	(455,583.25)	(1,740,814.78)	(1,064,110.22)	62.1%
38	OTHER REVENUE	364855	OTHER REV/Misc Other Revenue	-	-	(20.60)	(20.60)	-	-	(75.00)	(75.00)	(22.40)	(15.00)	-	(133.00)	133.00	100.0%	
			TOTAL OTHER REVENUE	-	-	(20.60)	(20.60)	-	-	(75.00)	(75.00)	(22.40)	(15.00)	-	(133.00)	133.00	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)	(455,598.25)	(1,740,947.78)	(1,063,977.22)	62.1%
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%	
			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	-	850,352.67	179,120.33	82.6%
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								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	456.00	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	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	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	99,519.46	6,299.54	94.0%	
			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	495,972.34	(10,428.34)	102.1%	
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%	
			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	74,500.77	201,874.15	173,899.85	53.6%
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		1,162.55	898.31	101.48		82.07							

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)	