

AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: June 19, 2019

Final Decision Date Deadline: June 19, 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 May 2019 – Rent Program (Paige Roosa 620-6537).

AGENDA ITEM NO:

F-5.

Rent Program
FY2018-19 Monthly Revenue and Expenditure Report

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	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	May-19						
34	LICENSES, PRMITS&FEES	340445	FEES/Admin Fees TOTAL LICENSES, PRMITS&FEES	(2,804,925.00) (2,804,925.00)	(2,804,925.00) (2,804,925.00)	(61,153.75) (61,153.75)	(87,687.78) (87,687.78)	(49,762.50) (49,762.50)	(491,811.00) (491,811.00)	(51,052.25) (51,052.25)	(74,694.25) (74,694.25)	(128,623.00) (128,623.00)	(136,885.00) (136,885.00)	(203,562.00) (203,562.00)	(455,583.25) (455,583.25)	(268,649.75) (268,649.75)	-	(2,009,464.53) (2,009,464.53)	(795,460.47) (795,460.47)	71.6% 71.6%
38	OTHER REVENUE	364855	OTHER REV/Misc Other Revenue TOTAL OTHER REVENUE	- (133.00)	- (133.00)	- (133.00)	(20.60) (20.60)	- (133.00)	- (133.00)	- (133.00)	(75.00) (75.00)	- (75.00)	- (75.00)	(22.40) (22.40)	(15.00) (15.00)	-	(133.00) (133.00)	133.00 133.00	100.0% 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)	(268,649.75)	-	(2,009,597.53)	(795,327.47)	71.6%
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	44,212.68	44,212.68	485,879.16	(15,219.16)	103.2%	
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	26,665.44	24,639.74	269,309.45	70,425.55	79.3%	
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	10,987.78	9,632.56	118,691.32	782.68	99.3%	
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	3,726.60	3,590.29	42,687.92	34,842.08	55.1%	
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	500.50	482.16	4,778.26	7,221.74	39.8%	
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	614.62	614.62	6,378.61	(4,704.61)	381.0%	
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	350.00	350.00	3,850.00	350.00	91.7%	
40	SALARIES AND WAGES	400050	OTHER PAY/Medical- in Lieu of	4,200.00	4,200.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	2,500.00	1,700.00	59.5%	
40	SALARIES AND WAGES	400079	COMP ABSENCES/WC-Prof-Mgt-Tec	-	-	-	-	-	-	-	-	-	-	-	-	-	1,350.47	(1,350.47)	#DIV/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	87,257.62	85,072.52	-	935,425.19	94,047.81	90.9%
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	1,268.68	1,237.00	13,655.62	(1,352.62)	111.0%	
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	12,629.14	12,629.14	136,745.88	6,253.12	95.6%	
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	1,231.50	1,231.50	13,300.20	46.80	99.6%	
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	36.40	36.40	36.40	393.12	20.88	95.0%	
41	FRINGE BENEFITS	400110	P-ROLL BEN/Professional Dev-Mg	5,250.00	5,250.00	1,500.00	1,500.00	686.09	750.00	63.91	63.91	36.40	36.40	36.40	36.40	36.40	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	161.00	161.00	1,774.80	178.20	90.9%	
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	471.34	471.34	5,081.55	(2,351.55)	186.1%	
41	FRINGE BENEFITS	400114	P-ROLL BEN/Long Term Disabilit	8,712.00	8,712.00	724.02	724.02	724.02	873.74	798.88	759.03	806.63	806.63	806.63	806.63	773.95	8,601.20	110.80	98.7%	
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	456.00	456.00	5,016.00	(912.00)	122.2%	
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	1,104.32	12,607.71	(2,584.71)	125.8%	
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	5,946.66	5,833.35	63,416.75	(10,811.75)	120.6%	
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	3,357.72	3,357.72	35,980.68	(1,841.68)	105.4%	
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	48.45	49.12	562.09	(562.09)	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	10,319.16	10,065.13	96,213.19	8,132.81	92.2%	
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	12,597.40	12,597.40	112,116.86	(6,297.86)	106.0%	
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	50,450.31	50,003.37	545,975.71	(60,431.71)	112.4%	
42	PROF & ADMIN SERVICES	400201	PROF SVCS/Professional Svcs	169,500.00	171,000.00	17,000.00	-	1,084.39	8,577.28	11,070.28	9,857.86	789.28	1,483.92	406.12	216.84	37,159.46	33,840.54	52.3%	12,213.07	
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	6,250.00	6,250.00	7,701.82	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	-	-	-	-	-	-	-	-	-	279.96	279.96	10,220.04	2.7%		
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	400263	DUES & PUB/Subscription	-	1,000.00	-	-	-	-	-	-	-	250.00	-	500.00	750.00	1,500.00	(500.00)	750.0%	
42	PROF & ADMIN SERVICES	400271	AD & PROMO/Advertising&Promo	2,000.00	2,000.00	-	3.00	655.00	490.34	-	-	-	-	-	-	1,559.22	440.78	78.0%		
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	843.13	3,321.70	(3,321.70)	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									