

# AGENDA ITEM REQUEST FORM

Department: Rent Program

Department Head: Nicolas Traylor

Phone: 620-6564

Meeting Date: April 15, 2020

Final Decision Date Deadline: April 15, 2020

**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 2019-20 Monthly Revenue and Expenditure Report through February 2020 – Rent Program (Paige Roosa 620-6537).

AGENDA ITEM NO:

**F-5.**

**Rent Program  
FY2019-20 Monthly Revenue and Expenditure Report**

CHARACTER	OBJECT	ORIGINAL BUDGET	REVISED BUDGET	Per 1 Jul-2019 MTD ACTUAL	Per 2 Aug-2019 MTD ACTUAL	Per 3 Sept-2019 MTD ACTUAL	Per 4 Oct-2019 MTD ACTUAL	Per 5 Nov-2019 MTD ACTUAL	Per 6 Dec-2019 MTD ACTUAL	Per 7 Jan-2020 MTD ACTUAL	Per 8 Feb-20 MTD ACTUAL	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED		
34	LICENSES, PRMITS&FEES	340445	FEES/Admin Fees	(2,923,584.00)	(2,923,584.00)	(48,187.00)	(44,282.00)	(763,258.40)	(1,078,884.70)	(329,458.51)	(88,852.64)	(48,067.50)	(102,702.04)				
			<b>TOTAL LICENSES, PRMITS&amp;FEES</b>	<b>(2,923,584.00)</b>	<b>(2,923,584.00)</b>	<b>(48,187.00)</b>	<b>(44,282.00)</b>	<b>(763,258.40)</b>	<b>(1,078,884.70)</b>	<b>(329,458.51)</b>	<b>(88,852.64)</b>	<b>(48,067.50)</b>	<b>(102,702.04)</b>	-	<b>(2,503,692.79)</b>	<b>(419,891.21)</b>	<b>85.6%</b>
36	INTEREST INCOME	361701	INT & INVEST/Pooled-All Other	-	-	-	(405.09)	-	-	(4,796.39)	-	-	(5,201.48)	5,201.48	100.0%		
			<b>TOTAL INTEREST INCOME</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(405.09)</b>	<b>-</b>	<b>-</b>	<b>(4,796.39)</b>	<b>-</b>	<b>-</b>	<b>(5,201.48)</b>	<b>5,201.48</b>	<b>100.0%</b>		
			<b>TOTAL REVENUE</b>	<b>(2,923,584.00)</b>	<b>(2,923,584.00)</b>	<b>(48,187.00)</b>	<b>(44,282.00)</b>	<b>(763,258.40)</b>	<b>(1,079,289.79)</b>	<b>(329,458.51)</b>	<b>(88,852.64)</b>	<b>(52,863.89)</b>	<b>(102,702.04)</b>	<b>-</b>	<b>(2,508,894.27)</b>	<b>(414,689.73)</b>	<b>85.8%</b>
40	SALARIES AND WAGES	400001	SALARIES & WAGES/Executive	638,840.00	638,840.00	45,721.34	45,721.34	46,161.77	57,291.13	55,587.34	55,587.34	55,587.34	55,587.34		417,244.94	221,595.06	65.3%
40	SALARIES AND WAGES	400002	SALARIES & WAGES/Mgmt-Local 21	328,471.00	328,471.00	25,855.14	25,990.20	25,450.00	25,217.18	20,546.80	20,681.85	27,336.55	23,941.91		195,019.63	133,451.37	59.4%
40	SALARIES AND WAGES	400003	SALARIES & WAGES/Local 1021	193,710.00	193,710.00	6,159.36	5,359.52	5,359.52	5,359.52	14,620.74	14,753.73	16,540.95	15,832.70		83,986.04	109,723.96	43.4%
40	SALARIES AND WAGES	400006	SALARIES & WAGES/PT- Temp			2,437.82	5,474.22	5,797.13	6,944.06	4,714.16	2,819.75	1,948.20	3,168.38		33,303.72	(33,303.72)	100.0%
40	SALARIES AND WAGES	400031	OVERTIME/General		5,000.00	525.26	184.56	606.65	490.35	287.50	-	-	-		2,094.32	2,905.68	100.0%
40	SALARIES AND WAGES	400048	OTHER PAY/Bilingual Pay	7,457.00	7,457.00	508.27	497.16	497.16	507.02	1,455.82	490.90	726.30	1,005.69		5,688.32	1,768.68	76.3%
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		2,800.00	1,400.00	66.7%
40	SALARIES AND WAGES	400050	OTHER PAY/Medical- in Lieu of	2,400.00	2,400.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	100.00		1,500.00	900.00	62.5%
40	SALARIES AND WAGES	400079	COMP ABSENCES/WC-Prof-Mgt-Tec			810.30	675.24	1,215.44	1,080.40	270.10	135.05	135.05	1,006.64		5,328.22	(5,328.22)	100.0%
			<b>TOTAL SALARIES AND WAGES</b>	<b>1,175,078.00</b>	<b>1,180,078.00</b>	<b>82,567.49</b>	<b>84,452.24</b>	<b>85,637.67</b>	<b>97,439.66</b>	<b>98,032.46</b>	<b>95,018.62</b>	<b>102,824.39</b>	<b>100,992.66</b>	-	<b>746,965.19</b>	<b>433,112.81</b>	<b>63.3%</b>
41	FRINGE BENEFITS	400103	P-ROLL BEN/Medicare Tax-ER Shr	15,560.00	15,560.00	1,212.88	1,228.09	1,249.79	1,427.80	1,425.19	1,382.93	1,527.72	1,467.82		10,922.22	4,637.78	70.2%
41	FRINGE BENEFITS	400105	P-ROLL BEN/Health Insurance Be	196,647.00	196,647.00	12,634.32	12,634.32	10,631.48	12,172.12	12,942.44	11,215.36	11,215.36	11,215.36		94,660.76	101,986.24	48.1%
41	FRINGE BENEFITS	400106	P-ROLL BEN/Dental Insurance	17,736.00	17,736.00	1,231.50	1,231.50	1,108.35	1,354.65	1,600.95	1,477.80	1,477.80	1,354.65		10,837.20	6,898.80	61.1%
41	FRINGE BENEFITS	400109	P-ROLL BEN/Employee Assistance	528.00	528.00	36.40	36.40	32.76	40.04	47.32	43.68	43.68	40.04		320.32	207.68	60.7%
41	FRINGE BENEFITS	400110	P-ROLL BEN/Professional Dev-Mg	6,750.00	6,750.00	823.99	312.75	750.00	823.99	98.31	98.31	750.00	40.04		2,735.05	4,014.95	40.5%
41	FRINGE BENEFITS	400111	P-ROLL BEN/Vision	2,316.00	2,316.00	161.00	161.00	144.90	177.10	209.30	193.20	193.20	177.10		1,416.80	899.20	61.2%
41	FRINGE BENEFITS	400112	P-ROLL BEN/Life Insurance	5,752.00	5,752.00	476.69	295.36	286.66	363.53	354.98	346.28	346.28	318.19		2,787.97	2,964.03	48.5%
41	FRINGE BENEFITS	400114	P-ROLL BEN/Long Term Disabilit	12,342.00	12,342.00	759.77	766.30	753.23	904.72	885.18	873.75	961.44	872.93		6,777.32	5,564.68	54.9%
41	FRINGE BENEFITS	400116	P-ROLL BEN/Unemployment Ins	5,472.00	5,472.00	456.00	494.00	494.00	570.00	570.00	532.00	494.00	494.00		4,104.00	1,368.00	75.0%
41	FRINGE BENEFITS	400117	P-ROLL BEN/Personal/Prof Dev	2,250.00	2,250.00							1,492.81			1,492.81	757.19	66.3%
41	FRINGE BENEFITS	400121	P-ROLL BEN/Worker Comp-Clerica	11,943.00	11,943.00	724.27	505.27	535.07	640.95	1,289.93	1,204.50	1,124.05	1,236.68		7,260.72	4,682.28	60.8%
41	FRINGE BENEFITS	400122	P-ROLL BEN/Worker Comp-Prof	64,809.00	64,809.00	4,795.64	4,804.68	4,797.99	5,792.77	5,100.96	5,110.01	5,555.88	5,328.45		41,286.38	23,522.62	63.7%
41	FRINGE BENEFITS	400124	P-ROLL BEN/CON-MEDICL EE Share	(12,000.00)	(12,000.00)										-	(12,000.00)	0.0%
41	FRINGE BENEFITS	400127	P-ROLL BEN/OPEB	34,731.00	34,731.00	3,319.21	3,188.76	3,206.83	3,810.28	3,733.41	3,793.54	4,056.06	3,952.58		29,060.67	5,670.33	83.7%
41	FRINGE BENEFITS	400130	P-ROLL BEN/PARS Benefits			17.60	39.36	46.85	58.18	57.56	36.67	25.33	41.20		322.75	(322.75)	100.0%
41	FRINGE BENEFITS	400131	P-ROLL BEN/CON-OPEB-EE Share	(9,600.00)	(9,600.00)										-	(9,600.00)	0.0%
41	FRINGE BENEFITS	400149	P-ROLL BEN/PERS-Misc	152,604.00	152,604.00	10,605.24	10,423.59	10,576.58	12,005.22	12,116.37	11,969.35	13,102.61	12,717.07		93,516.03	59,087.97	61.3%
41	FRINGE BENEFITS	400151	P-ROLL BEN/PERS-Misc (UAL)	232,068.00	232,068.00	18,545.34	16,859.40	16,859.40	18,545.34	21,917.22	21,917.22	20,231.28	20,231.28		155,106.48	76,961.52	66.8%
			<b>TOTAL FRINGE BENEFITS</b>	<b>739,908.00</b>	<b>739,908.00</b>	<b>55,799.85</b>	<b>52,668.03</b>	<b>51,036.64</b>	<b>58,612.70</b>	<b>62,250.81</b>	<b>60,194.60</b>	<b>62,597.50</b>	<b>59,447.35</b>		<b>462,607.48</b>	<b>277,300.52</b>	<b>62.5%</b>
42	PROF & ADMIN SERVICES	400201	PROF SVCS/Professional Svcs	43,500.00	49,175.00				4,938.95	4,000.91	493.66	471.48	66.30		49,125.00	50.00	99.9%
42	PROF & ADMIN SERVICES	400206	PROF SVCS/Legal Serv Cost	215,000.00	210,000.00		10,416.00	10,416.00	22,916.00	22,916.00	10,416.00	22,916.00	100,004.00		200,000.00	10,000.00	95.2%
42	PROF & ADMIN SERVICES	400242	TRAVEL & TRNG/Mileage	1,000.00	1,000.00							17.07			17.07	982.93	1.7%
42	PROF & ADMIN SERVICES	400243	TRAVEL & TRNG/Conf, Mtng Trng	2,000.00	2,000.00										-	2,000.00	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	6,000.00	6,000.00							544.00	1,046.43		1,590.43	4,409.57	26.5%
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		37.00		102.95	126.00	438.60	89.00	89.00		882.55	1,117.45	44.1%
42	PROF & ADMIN SERVICES	400272	AD & PROMO/Community Events	2,500.00	2,500.00				1,722.10						1,722.10	777.90	68.9%
42	PROF & ADMIN SERVICES	400280	ADM EXP/Program Supplies			(196.52)	213.84		96.00	208.36	312.04	96.00	96.00		825.72	(825.72)	100.0%
			<b>TOTAL PROF &amp; ADMIN SERVICES</b>	<b>272,200.00</b>	<b>272,875.00</b>	<b>(196.52)</b>	<b>10,666.84</b>	<b>10,416.00</b>	<b>29,776.00</b>	<b>27,251.27</b>	<b>11,660.30</b>	<b>24,133.55</b>	<b>2,097.73</b>	<b>139,157.70</b>	<b>254,962.87</b>	<b>17,912.13</b>	<b>93.4%</b>
43	OTHER OPERATING	400231	OFF EXP/Postage & Mailing	20,000.00	20,000.00	88.20	1,344.50	1,839.55	147.10	87.05	66.95	151.00	1,956.60	17.00	5,697.95	14,302.05	28.5%
43	OTHER OPERATING	400232	OFF EXP/Printing & Binding				401.63	708.29	725.81		226.05	256.33	277.14		2,595.25	(2,595.25)	100.0%
43	OTHER OPERATING	400233	OFF EXP/Copying & Duplicating	5,000.00	5,000.00										-	5,000.00	0.0%
43	OTHER OPERATING	400304	RENTAL EXP/Equipment Rental	5,000.00	5,000.00			139.29			278.59	1,699.91		2,882.21	5,000.00	-	100.0%
43	OTHER OPERATING	400321	MISC EXP/Misc Contrib	3,000.00	3,000.00										-	3,000.00	0.0%
43	OTHER OPERATING	400322	MISC EXP/Misc Exp	10,000.00	4,325.00	(78.63)	534.82		275.31	303.73	313.41	245.82	328.78	55.96	1,979.20	2,345.80	45.8%
43	OTHER OPERATING	400341	OFF SUPP/Office Supplies	9,000.00	9,000.00				3,025.18	23.07	283.09	367.07	308.59		4,007.00	4,993.00	44.5%
43	OTHER OPERATING	400344	OFF SUPP/Computer Supplies	6,350.00	850.00					782.63					782.63	67.37	92.1%
			<b>TOTAL OTHER OPERATING</b>	<b>58,350.00</b>	<b>47,175.00</b>	<b>9.57</b>	<b>2,280.95</b>	<b>2,687.13</b>	<b>4,173.40</b>	<b>1,196.48</b>	<b>1,168.09</b>	<b>2,720.13</b>	<b>2,871.11</b>	<b>2,955.17</b>	<b>20,062.03</b>	<b>27,112.97</b>	<b>42.5%</b>

**Rent Program  
FY2019-20 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	ENCUMBRANCES	YTD TOTAL	AVAILABLE BUDGET	% USED		
				Jul-2019	Aug-2019	Sept-2019	Oct-2019	Nov-2019	Dec-2019	Jan-2020	Feb-20						
44	UTILITIES	400401	UTILITIES/Tel & Telegraph	1,200.00	1,200.00								230.86	969.14	19.2%		
			<b>TOTAL UTILITIES</b>	<b>1,200.00</b>	<b>1,200.00</b>	-	-	-	-	-	-	-	<b>230.86</b>	<b>969.14</b>	<b>19.2%</b>		
46	PROVISION FOR INS LOSS	400552	PROV FR INS LOSS/Ins Gen Liab	8,750.00	8,750.00							1.00	7,492.00	1,258.00	85.6%		
			<b>TOTAL PROVISION FOR INS LOSS</b>	<b>8,750.00</b>	<b>8,750.00</b>	-	-	-	-	-	-	<b>1.00</b>	<b>7,492.00</b>	<b>1,258.00</b>	<b>85.6%</b>		
47	COST POOL	400574	COST POOL/(ISF)-Gen Liability	91,261.00	75,144.00	7,606.00	7,605.00	7,605.00	15,096.00	114.00	7,605.00	7,605.00	8,879.00	62,115.00	13,029.00	82.7%	
47	COST POOL	400586	COST POOL/(CAP)- Admin Charges	51,454.00	51,454.00	4,286.00	4,288.00	4,288.00	4,288.00	4,288.00	4,288.00	4,288.00	4,288.00	34,302.00	17,152.00	66.7%	
47	COST POOL	400591	COST POOL/(IND)Civic Ctr Alloc	47,026.00	47,026.00	3,917.00	3,919.00	3,919.00	3,919.00	3,919.00	3,919.00	3,919.00	3,919.00	31,350.00	15,676.00	66.7%	
			<b>TOTAL COST POOL</b>	<b>189,741.00</b>	<b>173,624.00</b>	<b>15,809.00</b>	<b>15,812.00</b>	<b>15,812.00</b>	<b>23,303.00</b>	<b>8,321.00</b>	<b>15,812.00</b>	<b>15,812.00</b>	<b>17,086.00</b>	-	<b>127,767.00</b>	<b>45,857.00</b>	<b>73.6%</b>
48	ASSET/CAPITAL OUTLAY	400601	NONCAP ASST/Comp Hrdware<5K	10,500.00	10,500.00								6,526.17	3,973.83	62.2%		
			<b>TOTAL ASSET/CAPITAL OUTLAY</b>	<b>-</b>	<b>10,500.00</b>	-	-	-	-	-	-	-	<b>6,526.17</b>	<b>3,973.83</b>	<b>62.2%</b>		
<b>TOTAL EXPENDITURES</b>				<b>2,445,227.00</b>	<b>2,434,110.00</b>	<b>153,989.39</b>	<b>165,926.41</b>	<b>165,635.79</b>	<b>213,304.76</b>	<b>204,589.42</b>	<b>188,606.09</b>	<b>209,953.02</b>	<b>182,494.85</b>	<b>142,113.87</b>	<b>1,626,613.60</b>	<b>807,496.40</b>	<b>66.8%</b>
<b>NET OPERATING (SURPLUS)/DEFICIT</b>				<b>(478,357.00)</b>	<b>(489,474.00)</b>	<b>105,802.39</b>	<b>121,644.41</b>	<b>(597,622.61)</b>	<b>(865,985.03)</b>	<b>(124,869.09)</b>	<b>99,753.45</b>	<b>157,089.13</b>	<b>79,792.81</b>	<b>142,113.87</b>	<b>(882,280.67)</b>		