



MEMORANDUM

CSFRA, Community Development Department

DATE: December 14, 2020

TO: Rental Housing Committee

FROM: Anky van Deursen, CSFRA Program Manager

SUBJECT: **Quarterly Financial Expenditures Fiscal Year 2020-21 through September 30, 2020**

RECOMMENDATION

Review the attached Quarterly Financial Expenditures Report for Fiscal Year 2020-21 through September 30, 2020 (Attachment 1 to the memorandum).

BACKGROUND

On June 1, 2020, the Rental Housing Committee (RHC) adopted the Community Stabilization and Fair Rent Act (CSFRA) Fiscal Year 2020-21 budget in the amount of \$2,151,017.92 (this number was adjusted slightly based on a final salaries and benefit calculation).

The RHC has requested staff to present on a quarterly basis an overview of the expenditures of the RHC budget.

ANALYSIS

The Quarterly Financial Report is divided into Personnel Services, Nonpersonnel Services, Capital Outlay, and Interfund Expenditures/Interfund Expenditures Transfer. A summary review is as follows:

- a. As of September 30, 2020, 14.98 percent of the Personnel budget is expended. This is below budget due to:
 - The work performed for and charged to the Community Development Department for assistance with various COVID-19-related programs, such as the eviction moratorium, rent relief, and small landlord loan programs; and

- Vacancy for the Administrative Assistant position.
- b. As of September 30, 2020, 2.56 percent of the Nonpersonnel budget is expended and a further 81.31 percent encumbered. This low level is mainly caused by:
- Certain service providers bill on a quarterly basis, and Q1 invoices will be received in the next quarter of 2020;
 - Lower-than-anticipated legal fees; and
 - Fewer amount of petitions being filed and hearings being scheduled than anticipated, resulting in less-than-budgeted hearing officer and facilitator fees.
- c. As of September 30, 2020, 0 percent is expended, and 21.16 percent of the Capital Outlay budget is encumbered. Further deliverables upon completion of next Phases for the Database Management System are expected to be incurred in the following quarters.
- d. As of September 30, 2020, 0 percent of the budgeted amount of \$248,275 for interfund expenditures and transfers has been expended. It is the City's practice to post these expenditures in December as this reflects halfway through the fiscal year.

FISCAL IMPACT

The Fiscal Year 2020-21 adjusted budget amounts to \$2,151,017.92. Total revenues are estimated to be sufficient to fund all expenditures for this fiscal year. Staff will be returning to the RHC on a quarterly basis for an update on incurred expenses compared to the budget for Fiscal Year 2020-21.

PUBLIC NOTICING – Agenda posting.

AvD/TG/6/CDD/RHC
812-12-14-20M

Attachment: 1. Quarterly Financial Report (Fiscal Year 2020-21 through September 30, 2020)