



MEMORANDUM

CSFRA, Community Development Department

DATE: November 4, 2019

TO: Rental Housing Committee

FROM: Anky van Deursen, Program Manager

SUBJECT: **Quarterly Financial Expenditures Fiscal Year 2019-20 through September 30, 2019**

RECOMMENDATION

To review the attached Quarterly Financial Expenditures for Fiscal Year 2019-20 through September 30, 2019.

BACKGROUND

On June 3, 2019, the Rental Housing Committee (RHC) adopted the Community Stabilization and Fair Rent Act (CSFRA) Fiscal Year 2019-20 budget in the amount of \$2,036,691.

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

ANALYSIS

The Quarterly Financial Expenditures (Attachment 1) is divided into Personnel Services, Nonpersonnel Services, Capital Outlay, and Interfund Expenditures/Interfund Expenditures Transfer. A summary review is as follows:

1. As of September 30, 2019, 20.74 percent of the Personnel budget is expended. Based on 25 percent of the fiscal year being completed, this is slightly under budget.
2. As of September 30, 2019, 11 percent of the Nonpersonnel budget is expended and a further 70 percent encumbered. This low level is mainly caused by:
 - a. Certain service providers billing on a quarterly basis. Q1 invoices will be received in the next quarter of 2019; and

- b. A fewer number of petitions being filed and hearings being scheduled than anticipated, resulting in less-than-budgeted Hearing Officer and Facilitator fees.
3. As of September 30, 2019, about 21 percent of the Capital Outlay budget is encumbered. Further deliverables and invoicing upon completion of next phases for the Database Management System are expected to be incurred in the following quarters.
4. As of September 30, 2019, the budgeted amounts for interfund expenditures and transfers have not yet occurred. It is the City's practice to post these expenditures in December as this reflects halfway through the fiscal year.

FISCAL IMPACT

The RHC adopted a Fiscal Year 2019-20 budget of \$2,036,691. It is anticipated total revenues will be sufficient to fund all expenditures for the current fiscal year. Staff will be returning to the RHC on a quarterly basis for an update on incurred expenses as well as a Proposed Budget for Fiscal Year 2020-21 that will take into consideration any projected surplus balances in the CSFRA fund.

PUBLIC NOTICING – Agenda posting.

AvD/DJ/6/CDD/RHC

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Attachment: 1. Quarterly Financial Report (Fiscal Year 2019-20 through September 30, 2019)