



**MEMORANDUM**

Rent Stabilization Program,  
Community Development Department

**DATE:** November 15, 2021

**TO:** Rental Housing Committee

**FROM:** Anky van Deursen, Program Manager

**SUBJECT:** Quarterly Financial Expenditures Fiscal Year 2021-22 through September 30, 2021

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**RECOMMENDATION**

Review the attached Quarterly Financial Expenditures Report for Fiscal Year 2021-22 through September 30, 2021 (Attachment 1 to the memorandum).

**BACKGROUND**

On June 14, 2021, the Rental Housing Committee (RHC) adopted the Community Stabilization and Fair Rent Act (CSFRA) Fiscal Year 2021-22 budget in the amount of \$2,162,066 (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, 2021, 14.84% 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 the Tenant Relocation Assistance Ordinance

- and various COVID-19-related programs, such as the eviction moratorium, and rent relief programs; and
- Vacancy for the Analyst I/II position.
- b. As of September 30, 2021, 6.6% of the Nonpersonnel budget is expended and a further 65.87% 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 2021;
  - 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, 2021, 16.42% is expended, and 8.21% of the Capital Outlay budget is encumbered. Further deliverables upon completion of the next phases for the Database Management System are expected to be incurred in the following quarters.
- d. As of September 30, 2021, 0% of the budgeted amount of \$295,270 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 2021-22 adjusted budget amounts to \$2,162,066. 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 2021-22.

**PUBLIC NOTICING** – Agenda posting.

AvD/JS/2/RHC  
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Attachment: 1. Quarterly Financial Report (Fiscal Year 2021-22 through September 30, 2021)