



MEMORANDUM

CSFRA, Community Development Department

DATE: May 4, 2020

TO: Rental Housing Committee

FROM: Anky van Deursen, Program Manager

SUBJECT: Quarterly Financial Expenditures Fiscal Year 2019-20 through
March 31, 2020

RECOMMENDATION

Review the attached Quarterly Financial Expenditures for Fiscal Year 2019-20 through March 31, 2020.

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 March 31, 2020, 51.75 percent of the Personnel budget is expended. Based on 50 percent of the fiscal year being completed, this is under budget, due to work performed for and charged to the Community Development Department for assistance with CSFRA Amendments, Mobile Home Rent Stabilization, TRAO modifications, and various COVID-related programs such as the Eviction Moratorium, Rent Relief, and Small Landlord Loan Programs, as well as a vacancy for the Administrative Assistant position.

2. As of March 31, 2020, 28.71 percent of the Nonpersonnel budget is expended and a further 50 percent encumbered. This low level is mainly caused by:
 - Certain service providers billing on a quarterly basis and Q3 invoices will be received in the next quarter of 2020;
 - Lower than anticipated legal fees; and
 - 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 March 31, 2020, 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 March 31, 2020, 100 percent of the interfund expenditures and transfers have been expended in a total amount of \$259,098. 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 2019-20 adjusted budget amounts to \$2,149,395.54. 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/1/CDD/RHC
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Attachment: 1. Quarterly Financial Report (Fiscal Year 2019-20 through March 31, 2020)