



MEMORANDUM

Rent Stabilization Program,
Community Development Department

DATE: March 22, 2021

TO: Rental Housing Committee

FROM: Anky van Deursen, Rent Stabilization Program Manager

SUBJECT: Quarterly Financial Expenditures, Fiscal Year 2020-21 through December 31, 2020

RECOMMENDATION

Review the attached Quarterly Financial Expenditures for Fiscal Year 2020-21 through December 31, 2020.

BACKGROUND

On June 1, 2020, the Rental Housing Committee (RHC) adopted the Community Stabilization and Fair Rent Act 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 calculations).

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

ANALYSIS

The Report is divided into the following four categories:

- a. Personnel Services
- b. Non-Personnel Services
- c. Capital Outlay
- d. Interfund Expenditures/Interfund Expenditures Transfer

A summary review is as follows:

- a. As of December 31, 2020, 33.47% of the Personnel budget is expended. This is below budget due to:
 - Vacancy for the administrative position.
 - The work performed for and charged to the other departments for assistance with various COVID-related programs, such as the Eviction Moratorium and Rent Relief programs.
- b. As of December 31, 2020, 13.33% of the Non-Personnel budget is expended and a further 73.92% encumbered. This low level is mainly caused by:
 - Certain service providers bill on a quarterly basis, and Quarter 2 invoices will be received in the next quarter of 2021;
 - Lower than anticipated legal fees; and
 - Fewer petitions being filed and hearings being scheduled than anticipated, resulting in less than budgeted Hearing Officer and Facilitator fees.
- c. As of December 31, 2020, 0% is expended and 21.16% 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 December 31, 2020, 100% of the budgeted amount of the \$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/JS/4/RHC

895-03-22-21M

Attachment: 1. Quarterly Financial Report (Fiscal Year 2020-21 through December 31, 2020)