



RENTAL HOUSING COMMITTEE REPORT

DATE: February 22, 2024

CATEGORY: New Business

DEPT.: Housing Department,
Rent Stabilization Division

FROM: Anky van Deursen, Program Manager

TITLE: **CSFRA and MHRSO Financial
Expenditures for Fiscal Year 2023-24
through December 31, 2023**

RECOMMENDATION

Receive a quarterly overview of Financial Expenditures for Fiscal Year 2023-24 through December 31, 2023 for the Community Stabilization and Fair Rent Act (Attachment 1) and the Mobile Home Rent Stabilization Ordinance (Attachment 2).

BACKGROUND

As part of the administration of the Rent Stabilization Division, including the Community Stabilization and Fair Rent Act (CSFRA) and the Mobile Home Rent Stabilization Ordinance (MHRSO), the Rental Housing Committee (RHC) reviews program expenditures on a quarterly basis.

On June 12, 2023, the RHC adopted both the CSFRA Fiscal Year 2023-24 Budget of \$2,325,518 and the MHRSO Fiscal Year 2023-24 Budget of \$381,427 (both original adopted budget amounts were slightly lower, and these are the final amounts based on final salaries and benefit calculations).

ANALYSIS

Both the CSFRA and the MHRSO Quarterly Financial Reports are divided into Personnel Services, Non-Personnel Services, Capital Outlay (CSFRA only), and Interfund Expenditures/Transfer. This report is for the six-month period between July 1, 2023 and December 31, 2023, which represents 50% of the budget.

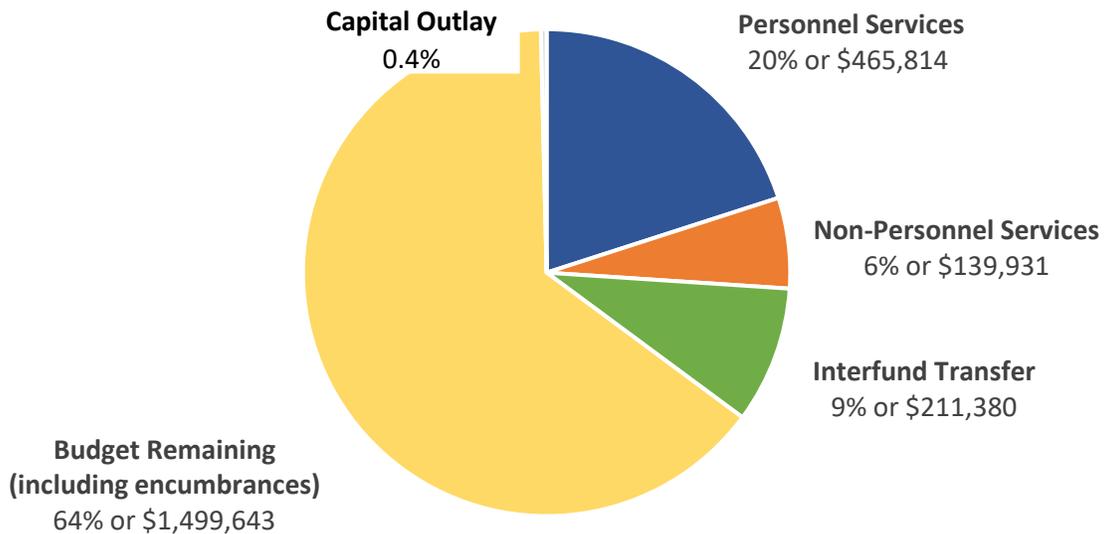
CSFRA Summary of Expenditures

The following table gives an overview of CSFRA expenditures for the first six months of this fiscal year.

Table 1: CSFRA Summary of Expenditures through December 31, 2023

Budget Item	Six-Month Expenditure Level	Actual Expenditure Percentage	Notes
Personnel	50%	40%	Lower than budgeted due to personnel hours charged for non-CSFRA services.
Non-Personnel	50%	17%	Lower than budgeted due to less advertising, materials, and supply costs as well as contractor services costs.
Capital Outlay	50%	10%	This rebudget is used for ongoing development of Database Registry.
Interfund Expenditures and Transfers	50%	100%	100% charged midway through each fiscal year.

As a percentage of the *total* Fiscal Year 2023-24 CSFRA budget of \$2,325,518, the expended percentages for each of the budget items are as follows:



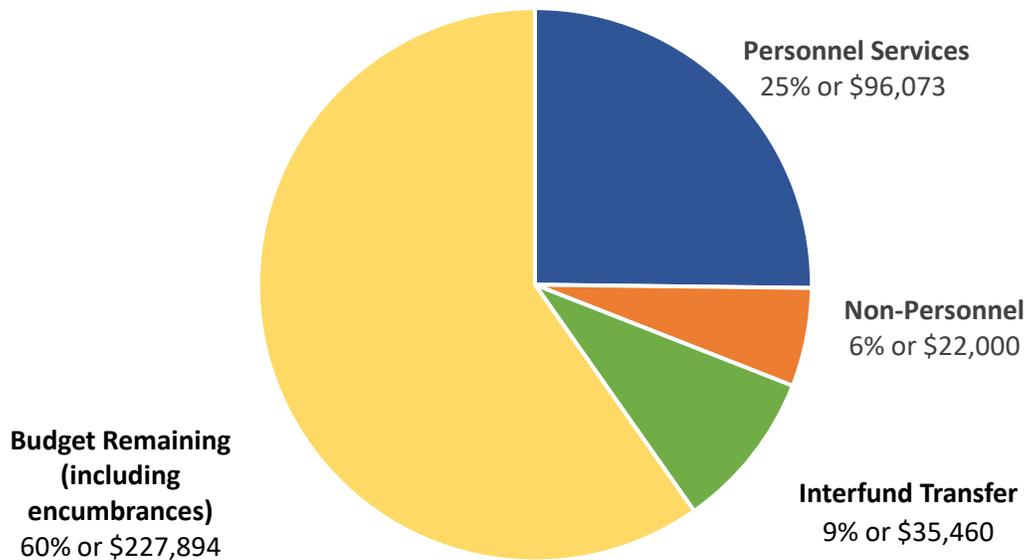
MHRSO Summary of Expenditures

The following table gives an overview of MHRSO expenditures for the first six months of this fiscal year.

Table 2: Summary of MHRSO Expenditures through December 31, 2023

Budget Item	Six-Month Expenditure Level	Actual Expenditure Percentage	Notes
Personnel	50%	55%	Higher than budgeted due to personnel performing work, otherwise done by contractors.
Non-Personnel	50%	13%	Lower than budgeted due to less advertising, materials, and supply costs as well as contractor services costs.
Interfund Expenditures and Transfers	50%	100%	100% charged midway through each fiscal year.

As a percentage of the total Fiscal Year 2023-24 MHRSO budget of \$381,427, the expended percentages for each of the budget items are as follows:



FISCAL IMPACT—There is no fiscal impact related to the RHC receiving this report.

PUBLIC NOTICING—Agenda posting, posting on the City’s website, and email to distribution list.

AVD/KG/6/HSN/RHC

847-02-22-24SR

- Attachments:
1. CSFRA Financial Expenditures (Fiscal Year 2023-24 through December 31, 2023)
 2. MHRSO Financial Expenditures (Fiscal Year 2023-24 through December 31, 2023)