

DATE: November 14, 2024

TO: Rental Housing Committee

FROM: Anky van Deursen, Division Manager

SUBJECT: **Community Stabilization and Fair Rent Act and Mobile Home Rent Stabilization Ordinance Financial Expenditures for Fiscal Year 2024-25 through September 30, 2024**

RECOMMENDATION

Receive a quarterly overview of Financial Expenditures for Fiscal Year 2024-25 through September 30, 2024 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.

The Fiscal Year 2024-25 Budget was adopted by the RHC on June 13, 2024, with a CSFRA Fiscal Year 2024-25 Budget of \$2,482,984.00 and a MHRSO Fiscal Year 2024-25 Budget of \$323,114.50 (the primary differences result from updated salary and benefit calculations using current data).

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 three-month period between July 1, 2024 and September 30, 2024, which represents 25% of the budget.

Community Stabilization and Fair Rent Act Summary of Expenditures

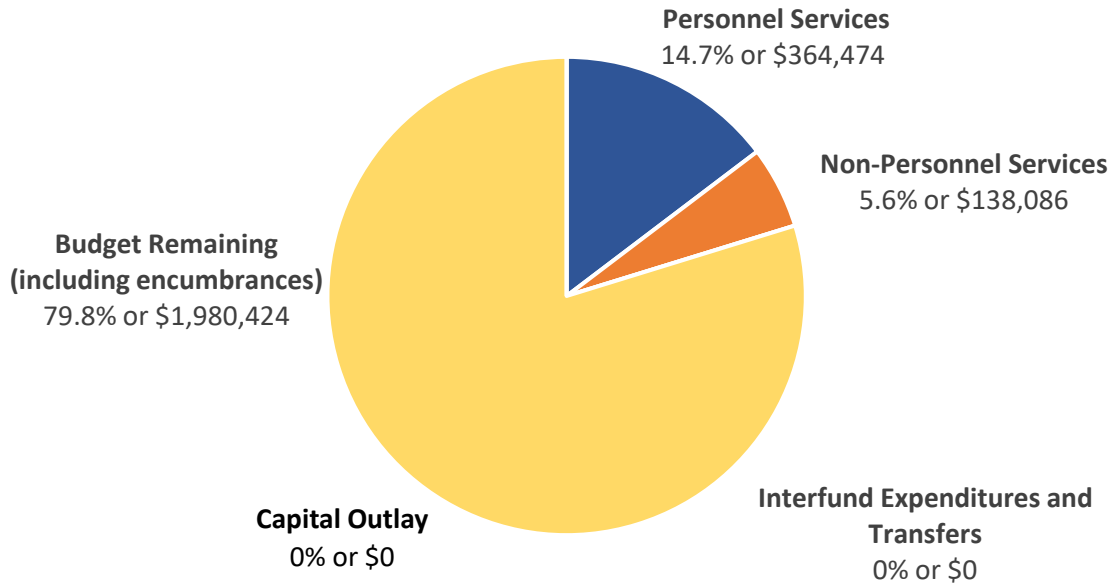
Table 1 below gives an overview of CSFRA expenditures for the first three months in Fiscal Year 2024-25. Actual expenditures are lower than budgeted.

**Table 1: Community Stabilization and Fair Rent Act (CSFRA)
 Summary of Expenditures through September 30, 2024**

Budget Item	Three Month Budget Level	Actual Expenditure Percentage	Notes
Operating Expenditures			
<i>Personnel Services</i> (i.e., expenditures related to City staff, including full-time and hourly positions)	25%	24.42%	On par with budget.
<i>Non-Personnel Services</i> (i.e., expenditures related to general operations, Professional Services, and Legal Services)	25%	19.18%	Slightly below budget due to less supply costs. Additionally, there are pending invoices for professional services which will increase final expenditures once invoices are processed.
<i>Capital Outlay</i> (i.e., expenditures related to the development of the online portal as defined in the RFQ)	25%	0%	This rebudget amount is used for ongoing development of the online portal. Invoices will be received later in the year.
City Administration (General Fund Administration), Self-Insurance, and Transfers			
<i>Interfund Expenditures and Transfers</i> (i.e., City Administration, Self-Insurance, Compensated Absences Reserve, and Equipment Replacement Reserves)	25%	0%	Customarily the City charges 100% of these costs midway through each fiscal year.

As a percentage of the *total* Fiscal Year 2024-25 CSFRA budget of \$2,482,984, the expended percentages for each of the budget items are as follows in Chart 1 below:

**Chart 1: CSFRA Summary of Expenditures through September 30, 2024,
as a Percentage of the Total Fiscal Year 2024-25 CSFRA Budget**



Mobile Home Rent Stabilization Ordinance Summary of Expenditures

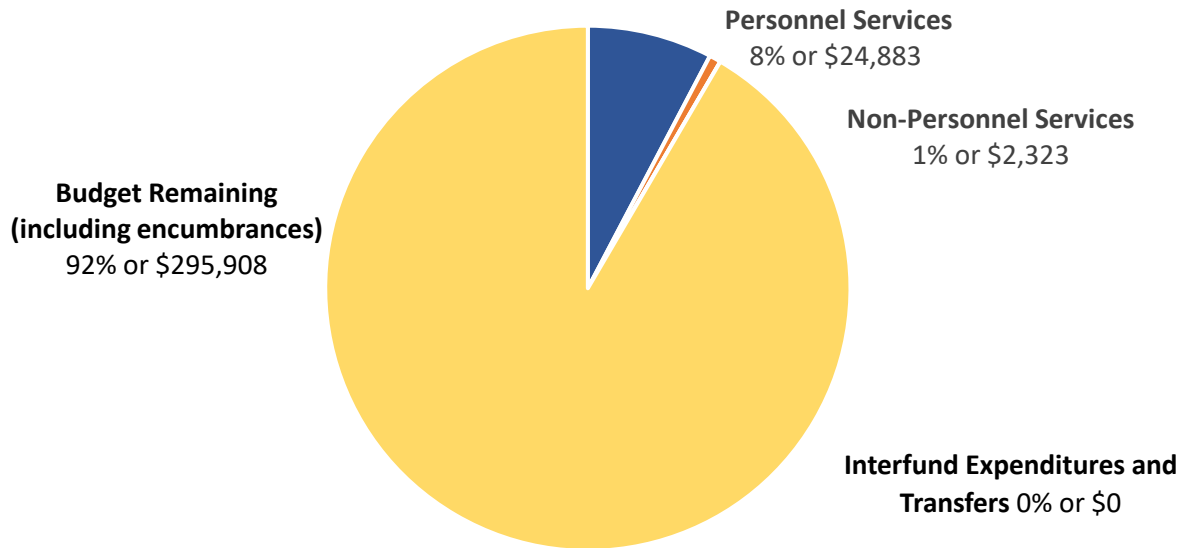
Table 2 below gives an overview of Mobile Home Rent Stabilization Ordinance (MHRSO) expenditures for the first three months of Fiscal Year 2024-25. Actual expenditures are lower than budgeted.

**Table 2: Mobile Home Rent Stabilization Ordinance (MHRSO)
 Summary of Expenditures through September 30, 2024**

Budget Item	Three-Month Budget Level	Actual Expenditure Percentage	Notes
Operating Expenditures			
Personnel Services (i.e., City staff, including full-time and hourly positions)	25%	13.87%	Lower than budget, due to lower-than-expected staff services used.
Non-Personnel Services (i.e., general operations, Professional Services, and Legal Services)	25%	2.16%	Lower than budgeted due to less advertising, materials, and supply costs. Additionally, lower than expected professional services utilized.
City Administration (General Fund Administration), Self-Insurance, and Transfers			
Interfund Expenditures and Transfers (i.e., City Administration, Self-Insurance and Equipment Replacement Reserves)	25%	0%	Customarily the City charges 100% of costs midway through fiscal year.

As a percentage of the total Fiscal Year 2024-25 MHRSO budget of \$323,114, the expended percentages for each of the budget items are as follows in Chart 2 below:

Chart 2: Mobile Home Rent Stabilization Ordinance (MHRSO) Summary of Expenditures through September 30, 2024, as a Percentage of the Total Fiscal Year 2024-25 MHRSO Budget



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 CSFRA/MHRSO distribution list.

AVD/KG/4/HSN
847-11-14-24M

- Attachments:
1. CSFRA Financial Expenditures (Fiscal Year 2024-25 through September 30, 2024)
 2. MHRSO Financial Expenditures (Fiscal Year 2024-25 through September 30, 2024)