

DATE: May 22, 2025

TO: Rental Housing Committee

FROM: Anky van Deursen, Rent Stabilization Manager

SUBJECT: **Community Stabilization and Fair Rent Act and Mobile Home Rent Stabilization Ordinance Financial Expenditures for Fiscal Year 2024-25 through March 31, 2025**

RECOMMENDATION

Receive an overview of Financial Expenditures for Fiscal Year 2024-25 through March 31, 2025, 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 total budget for the CSFRA of \$2,350,664 and a total budget for the MHRSO of \$319,500. After adjustments for updated salary and benefit calculations the current total budget for the CSFRA is \$2,482,984.00 and for the MHRSO \$323,114.50.

ANALYSIS

The CSFRA financial report is divided into Personnel Services, Non-Personnel Services, Capital Outlay, and Interfund Expenditures/Transfer and the MHRSO financial report is divided into Personnel Service, Non-Personnel Services and Interfund Expenditures/Transfer. This report is for the nine-month period between July 1, 2024, and March 31, 2025, which represents 75% of the budget. Therefore, actual expenditures are benchmarked against a 75% expenditure target.

CSFRA Summary of Expenditures

Table 1 below gives an overview of CSFRA expenditures per category for the first nine months in Fiscal Year 2024-25. Overall, actual expenditures are lower than budgeted.

Table 1: CSFRA Summary of Expenditures through March 31, 2025

Budget Item	Amount/ Percentage of Total Budget	Nine Month Budget Level	Expenditure Amount / Percentage of Category	Notes
Operating Expenditures				
Personnel Services (i.e., expenditures related to City staff, including full-time and hourly positions)	\$1,492,213 60%	75%	\$886,002 59.4%	Slightly below budget, due to vacancy.
Non-Personnel Services (i.e., expenditures related to general operations, Professional Services, and Legal Services)	\$720,131 29%	75%	\$433,829 60.2%	Below budget due to work performed but not yet invoiced.
Capital Outlay (i.e., expenditures related to the development of the online portal as defined in the RFQ)	\$51,950 2%	75%	\$2,200 4.2%	Further phases anticipated to complete the portal.
Interfund Expenditures and Transfers (i.e., City Administration, Self-Insurance, Compensated Absences Reserve, and Equipment Replacement Reserves)	\$218,690 9%	75%	\$218,690 100%	Customarily the City charges 100% of these overhead costs midway through each fiscal year.
Total Budget	\$2,482,984 100%	75%	\$1,540,722 62%	

MHRSO Summary of Expenditures

Table 2 below gives an overview of MHRSO expenditures per category for the first nine months of Fiscal Year 2024-25. Overall actual expenditures are lower than budgeted.

Table 2: MHRSO Summary of Expenditures through March 31, 2025

Budget Item	Amount/ Percentage of Total Budget	Nine Month Budget Level	Expenditure Amount / Percentage of Category	Notes
Operating Expenditures				
Personnel Services (i.e., City staff, including full-time and hourly positions)	\$179,280 56%	75%	\$114,677 64%	Slightly blow budget, due to vacancy.
Non-Personnel Services (i.e., general operations, Professional Services, and Legal Services)	\$107,904.50 33%	75%	\$25,318 23.5%	Lower than budgeted due no petitions, and lower costs of materials.
Interfund Expenditures and Transfers (i.e., City Administration, Self-Insurance and Equipment Replacement Reserves)	\$35,930 11%	75%	\$35,930 100%	Customarily the City charges 100% of these overhead costs midway through fiscal year.
Total Budget	\$323,114.50 100%	75%	\$175,925 54.4%	

FISCAL IMPACT - None

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

Attachments:

1. CSFRA Financial Expenditures (Fiscal Year 2024-25 through March 31, 2025)
2. MHRSO Financial Expenditures (Fiscal Year 2024-25 through March 31, 2025)