

**DATE:** August 28, 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.**

---

**RECOMMENDATION**

Receive an overview of Financial Expenditures for Fiscal Year 2024-25, 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 of \$2,350,664 for the CSFRA and \$319,500 for the MHRSO. After adjustments for updated salary and benefit calculations, the final budget is \$2,482,984 for the CSFRA and \$323,114.50 for the MHRSO.

**ANALYSIS**

This report is for the twelve-month period between July 1, 2024, and June 30, 2025. Therefore, actual expenditures are benchmarked against 100% of the final budget. Overall, both the CSFRA and the MHRSO actual expenditures were lower than budgeted. CSFRA expenditures totaled about 81% of the final budget, and MHRSO expenditures totaled about 71% of the final budget. CSFRA budget underspending was mainly due to salary savings due to unanticipated vacancies during the year, delaying work on various projects such as implementing the landlord petition process in the on the online portal. Savings in the MHRSO budget were mainly due to lower than

anticipated rate of petitions during the year, requiring less legal and professional services. Below please find an the CSFRA and MHRSO summary of expenditures benchmarked against the budget.

### **CSFRA Summary of Expenditures**

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

**Table 1: CSFRA Summary of Expenditures FY 2024-25**

<b>Budget Category</b>	<b>Amount/ Percentage of Annual Budget</b>	<b>Twelve Month Budget Level</b>	<b>Expenditure Amount/ Percentage of Category</b>	<b>Notes</b>
<b>Operating Expenditures</b>				
<b><i>Personnel Services</i></b> (i.e., expenditures related to City staff, including full-time and hourly positions)	\$1,492,213 60%	100%	\$1,205,141 80.8%	Below budget, due to unanticipated vacancy.
<b><i>Nonpersonnel Services</i></b> (i.e., expenditures related to general operations, Professional Services, and Legal Services)	\$720,131 29%	100%	\$588,033 81.7%	Below budget due to work performed by consultants in last quarter, but not yet invoiced.
<b><i>Capital Outlay</i></b> (i.e., expenditures related to the development of the online portal as defined in the RFQ)	\$51,950 2%	100%	\$2,200 4.2%	Due to unanticipated staff vacancies.
<b><i>Interfund Expenditures and Transfers</i></b> (i.e., City Administration, Self-Insurance, Compensated Absences Reserve, and Equipment Replacement Reserves)	\$218,690 9%	100%	\$218,690 100%	Customarily the City charges 100% of these overhead costs midway through each fiscal year.
<b>TOTAL BUDGET</b>	\$2,482,984 100%	100%	\$2,014,047 81.1%	

### **MHRSO Summary of Expenditures**

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

**Table 2: MHRSO Summary of Expenditures for FY 2024-25**

Budget Category	Amount/ Percentage of Annual Budget	Twelve Month Budget Level	Expenditure Amount/ Percentage of Category	Notes
<b>Operating Expenditures</b>				
<b>Personnel Services</b> (i.e., City staff, including full-time and hourly positions)	\$179,280 56%	100%	\$158,260 88.3%	Below budget, due to unanticipated vacancies.
<b>Nonpersonnel Services</b> (i.e., general operations, Professional Services, and Legal Services)	\$107,904.50 33%	100%	\$36,114 33.5%	Lower than anticipated rate of petitions, and lower costs of materials.
<b>Interfund Expenditures and Transfers</b> (i.e., City Administration, Self-Insurance and Equipment Replacement Reserves)	\$35,930 11%	100%	\$35,930 100%	Customarily the City charges 100% of these overhead costs midway through fiscal year.
<b>TOTAL BUDGET</b>	\$323,114.50 100%	100%	\$230,287 71.3%	

**FISCAL IMPACT**—None.

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

- Attachments:
1. CSFRA Financial Expenditures for Fiscal Year 2024-25
  2. MHRSO Financial Expenditures for Fiscal Year 2024-25