

SANTA MONICA RENT CONTROL BOARD

1981-82 BUDGET

1981-82 BUDGET

On April 10, 1979, the citizens of Santa Monica voted to amend the City Charter to establish the Santa Monica Rent Control Board. Under the Charter Amendment, the Board is responsible for controlling rents on residential units, preserving existing housing which is affordable to low and moderate income residents, and protecting the rights and determining the responsibilities of both landlords and tenants.

The 1981-82 Rent Control Board Budget will provide the staff and resources necessary to meet these three responsibilities.

In its first two years, the Agency has devoted most of its attention and resources to developing the administrative machinery for adjudicating tenant and landlord petitions and applications. In addition to processing more than 2500 petitions for rent adjustment and tenant complaints, the Agency has been forced to spend a good deal of its resources defending its decisions in the courts.

The FY 81-82 Rent Control Budget allocates a greater share than ever before of the Agency's resources to expanding the Agency's public information and education programs. The need to inform tenants and landlords of their rights and responsibilities is equally as important as the quasi-judicial functions of the Agency. In this regard, staff and funding are provided for the development of public educational materials and programs.

Explanations of the workings of government housing agencies and simple instructions on how citizens can gain access to them will be produced and distributed. The Agency will for the first time

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have a Research Department which will study the impact of Rent Control and current housing policies in Santa Monica. These studies will not only provide the Board with policy recommendations, but will also be published for use by community organizations.

Necessary for any of these programs is the introduction of new methods of information management and a more efficient use of the computer capabilities of the Agency. This year's budget provides for a team of data processing consultants to assist the Administration in developing new electronic data management systems.

Each of these programs will play a central role in furthering the Board's efforts to meet the mandates of the Charter Amendment. The electronic data management systems will enable the Agency to properly regulate rents throughout the city and monitor the level of housing affordable to low and moderate income residents. An active public information program will quickly seek to inform tenants and landlords of their rights and obligations. These programs are essential if the Agency is ever to fulfill the promise of the Charter Amendment and build close links with community organizations which share the goal of preserving the rental housing of Santa Monica.

BUDGET SUMMARY FY 81-82

SALARIES & WAGES

Code 100	Permanent Employees	1,124,200
120	Overtime	10,000
150	Temporary Employees	10,000

BENEFITS

Code 300	Unemployment Compensation	9,000
301	Workers Compensation	5,100
308	Health Insurance	43,000
710	Retirement Contribution	195,100
		<u>1,396,400</u>

SUPPLIES & EXPENSES

Code 221	Telephones	15,000
231	Office Supplies	50,000
232	Metered Postage	25,000
252	Legal Advertising	1,500
253	Personnel Advertising	2,500
261	Leased Equipment	70,000
262	Office Rent	60,000
272	Mileage Reimbursement	2,500
290	Membership & Dues	5,500
302	Insurance	3,350
	Computer Timesharing	30,000
404	Library Materials	5,000
411	Printing	75,000
434	Administrative Indirect Costs	58,300
439	Miscellaneous Costs	10,000

SUPPLIES & EXPENSES

Code 506	Professional Services	\$ 115,500
511	Legal Expense	150,000
521	Training	4,000
701	Board Allowance	24,000
720	Loan Repayment	<u>113,200</u>
		820,350

CAPITAL OUTLAY

Code	Office Renovation	75,000
950	Equipment	<u>37,000</u>
		112,000

TOTAL 2,328,744

	PROJECTED SALARIES AND EXPENSES 1980-81	BUDGETED SALARIES AND EXPENSES 1980-81	BUDGETED SALARIES AND EXPENSES 1981-82
<u>SALARIES</u>			
Salaries	687,714	885,454	1,144,200
Retirement	102,267	123,824	195,100
Health Insurance	30,076	48,246	43,000
Unemployment Comp	1,798	7,084	9,000
Workers Comp	5,876	14,168	5,100
	<u>827,731</u>	<u>1,078,776</u>	<u>1,396,400</u>
<u>EXPENSES</u>			
Overtime	14,797	20,000	
Temp Employees	115,832	26,540	
Telephone	5,508	3,600	15,000
Office Supplies	33,860	36,000	50,000
Postage	17,644	15,900	25,000
Legal Ads	1,620	1,500	1,500
Personnel Ads	5,785	2,500	2,500
Equipment Rental	6,367	960	70,000
S.M. Office	43,196	24,185	60,000
Mileage	6,719	1,200	2,500
Dues	150	400	2,500
Insurance	2,467	7,084	3,350
Publications	37,938	10,000	75,000
Books/Library Materials	848	700	5,000
Printed Forms	12,697	7,000	-
Periodicals	169	500	-
Indirect Admin.	53,300	53,300	58,300
Prof. Services	50,881	40,913	115,500
Legal Expense	182,128	100,000	150,000
Training	1,562	6,450	4,000
Board Allow.	17,916	23,750	24,000
Loan Contrib.	129,000	121,000	113,200
Computer Time Sharing	-	-	30,000
Miscellaneous Costs	-	-	10,000
<u>CAPITAL EXPENSE</u>			
Equipment	65,000	35,325	37,000
Renovation	-	-	75,000
	<u>1,633,115</u>	<u>1,622,011</u>	<u>2,318,744</u>

RENT CONTROL BOARD STAFF

ADMINISTRATOR'S OFFICE

Administrator

Legal Asst. to the Administrator*

Executive Secretary

Secretary to the Board

Agenda Clerk

ADMINISTRATIVE STAFF

Assistant Administrator

Office Manager

Receptionist*

2 Clerk Typists (1 additional position*)

Clerk/Messenger*

Public Information Officer*

Senior Information Coordinator

6 English Speaking Information Coordinators

2 Bilingual Information Coordinators

Registration Director*

Registration Clerk

Billing/Data Entry Coordinator

2 Exemptions Investigators (1 additional position*)

Removals Administrative Investigative Coordinator

1 Part-time Administrative Investigator

Research Economist*

Data Services Manager*

Statistical Analyst*

Data Programmer

HEARING DEPARTMENT

Supervisor of Hearing Examiners

Senior Hearing Examiner

8 Full-time Hearing Examiners

3 Part-time Hearing Examiners

3 Hearing Investigators

Office Manager

Scheduling Secretary

5 Clerk Typists

LEGAL DEPARTMENT

Senior Attorney

8 Attorneys

4 Legal Secretaries (1 additional position*)

1 Legal Secretary Trainee

2 Law Clerks

1 Process Server/Filing Clerk ($\frac{1}{2}$ time)*

* Additional staff position.

LEGAL ASSISTANT TO THE ADMINISTRATOR

This is a one year appointment of an experienced Rent Control Attorney or Hearing Examiner to work with the Administrator, Department Heads and Staff in a systematic development of regulations in a number of areas. This attorney will serve as a full-time legal adviser, and will be responsible for reviewing all Agency practices to ensure that they are in conformity with applicable law. As a full-time administrative counsel, he/she will be available to advise staff on day-to-day issues which cannot be currently be handled by the legal staff.

ADDITIONAL STAFF POSITIONS

Legal Assistant to the Administrator

Registration Director

Public Information Officer

Research Economist

Data Services Manager

Statistical Analyst

Receptionist

Clerk/Messenger

Process Server/Filing Clerk ($\frac{1}{2}$ time)

REGISTRATION DIRECTOR

The Director of Registration will supervise a new department which has been created by combining the three related functions of registration, billing and exemptions. Presently one staff member is assigned to each of these three functions. These three individuals will be brought together to form the staff of the department.

This department will be responsible for receiving, processing, and filing registrations, registration fee billing and exemption applications. It will combine intake information, clerical, data management, accounting, investigation and preparation of staff reports into one department.

Staff will be comprised of:

1. Director of Registration - Supervise registration, billing, and exemption staff and function; ensure data maintenance; develop systems to improve compliance with registration and registration fee requirements; prepare staff reports for Rent Control Board hearings on failure to register or registration fee delinquencies; develop systems to monitor exemptions;
2. Registration Clerk - Receive and process new and amended property registrations; maintain property site files and other manual systems; monitor registration compliance;

3. Billing Clerk/Data Processing Coordinator - Maintain electronic registration fee billing files; prepare monthly billing; keypunch changes in registration and billing information;
4. Exemptions Investigators - Two Administrative Investigators to receive, file, investigate and prepare staff reports on exemption applications. One additional staff position is necessary to handle the current exemption backlog.

INFORMATION OFFICER

The primary task of the Information Officer will be to develop materials which explain to the public what Rent Control is, how it works, and how they can make use of it. The production of the Tenant/Landlord Handbook is just the first step in this direction. The Information Officer would be responsible for the production and distribution of additional public informational pieces on how to prepare for a hearing, eviction protections, etc..

The Information Officer will also be responsible for keeping the public informed of changes in the law, procedures or practices of the Agency. He/she will be responsible for all phases of the production of public information and public relations material for the Agency, including pamphlets, advertisements, press releases, audio/visual presentations, etc.

Finally the Public Information Officer will work with civic and community organizations to develop programs which will assist them in disseminating information on the rights and responsibilities of tenants and landlords.

Requirements for the position are a BA in English or Journalism with a minimum of 1 year experience in both public relations or a related capacity in government or public service. Experience in printed media production or journalism preferred.

The Information Officer will report to the Assistant Administrator.

RESEARCH DEPARTMENT

The proposed department will perform two roles. First, it will provide electronic data services for the entire Agency. In addition, it will conduct research to support both Agency policy and public education.

Electronic Data Services

Most data entry requirements of the electronic systems should be handled within the respective functional departments. The proposed department will:

- 1) oversee data entry of other sections, enter data for additional agency needs, and maintain the quality of the electronic data bases;
- 2) manage the expansion of electronic data systems;
- 3) provide printed reports to the Board, management and staff;
- 4) collect, store and maintain relevant housing and financial information published by other institutions; and
- 5) advise the Board and administration on data processing costs associated with proposed policy changes.

Research

The proposed department would produce knowledge to support policy formation, provide feedback on the effects of regulatory policies, and generate reports for public information and education.

Some specific examples follow:

- Simulate the income transfer effects of straight NOI vs. a hybrid NOI/market value approach to fair rate of return.
- Study trends in multiple family sales in the Santa Monica housing market (e.g., turnovers, resales, GRM's).
- Monitor changing levels of building maintenance by neighborhood.

Research (cont'd)

-- Study the trends in Federal housing policy, mortgage markets and private market housing development in order to anticipate the need for new regulations.

The staff of this new department will include the existing positions of programmer, data coordinator and possibly data clerk. Additional positions, along with estimated salaries and dates of hiring, are listed below.

1. Research Economist

This person will head the department, design and conduct housing research, and liaison with outside academic researchers.

\$30,000/yr. beginning Dec. 1, 1981. Cost FY 81-82: \$17,500

2. Data Services Manager

This person will be a programmer responsible for development of new software, maintenance of existing data bases and provision of data services to other sections.

\$26,000/yr. beginning April 1, 1982. Cost FY 81-82: \$6,500

3. Statistical Analyst

This person will be a technician assisting both the Research Economist and Data Services Manager. She/he will be responsible for data collection, statistical analysis of data, and possibly some programming.

\$22,000/yr. beginning Jan. 1, 1982. Cost FY 81-82: \$11,000

4. Clerical

This department will require half-time clerical support. Whether this is provided by an additional employee or a central typing pool, the cost should be allocated. Word processing skills will be required.

\$16,000/yr. beginning Jan. 1, 1982. Cost FY 81-82: \$4,000

Total Salaries FY 81-82: \$39,000

RECEPTIONIST

The proposed central switchboard will require a full-time receptionist to answer and route incoming calls.

CLERK/MESSENGER

Responsible for mail delivery and pick-up between City Hall and the Hearing Department offices; mail sorting; delivery of court papers; and other errands. Currently Information Coordinators serve as messengers.

PROCESS SERVER/FILING CLERK

The Legal Department could use the assistance of a ½ time law student to serve papers and file briefs in the Los Angeles Courts. The student would be employed 20 hours a week.

UNEMPLOYMENT COMPENSATION

Allocation Request:

Unemployment Compensation is computed at .8% of gross salary.

WORKERS COMPENSATION

Allocation Request:

Workers Compensation for attorneys is currently .47% of gross salary; clerical workers is .43% of gross salary; investigators is .83% of gross salary.

RETIREMENT CONTRIBUTION

Allocation Request:

The employer contribution to the Public Employment Retirement System for all non-management Rent Control staff is 17.35%, for management Rent Control staff the amount of 20.85%.

HEALTH INSURANCE

Allocation Request: \$43,000

All permanent employees are covered by one of three health insurance plans and one of two dental plans. The average premium for each employee is \$65.

TELEPHONE COMMUNICATIONS

Allocation Request: \$15,000

The staff is currently working with primitive and inefficient telephone equipment. There is at present no central switchboard for routing calls to appropriate individuals. Instead, staff at both office locations have attempted to answer and route calls on a standard 20-button telephone set. The communication between the two offices is limited to 2 common inter-city lines. Incoming callers who wish to speak to someone at the Hearing Department by calling the City Hall number cannot be routed through our telephone system. They are instead given the number of the offices on Santa Monica Blvd.

A central switchboard is the only efficient way of handling the volume of calls the Rent Control Board receives.

Staff desires to lease/purchase a communications system comparable to the one recommended in the attached General Telephone and Electronics Proposal.

The addition of this equipment would result in a cost saving to the Agency. The projected monthly equipment and service cost of the GTD-120AS Switchboard outlined in the GTE Proposal is \$1049.12. The average monthly cost of our present equipment and service is \$650/month. A centralized switchboard however would eliminate the need for a receptionist at both offices.

An additional \$2400 has been budgeted for telephone installation costs resulting from office moves within the city.



GENERAL TELEPHONE COMPANY OF CALIFORNIA

An Equal Opportunity Employer

2020 SANTA MONICA BOULEVARD - P.O. BOX 1612 - SANTA MONICA, CALIFORNIA 90406 - 213 829-6111

October 27, 1980

IN REPLY REFER TO
1263

Mr. Howell Tumlin
Rent Control Board
1685 Main Street
Santa Monica, CA

Dear Mr. Tumlin

I would like to thank you for giving me the opportunity to assist you and your firm in upgrading your current communications system. The GTD-120 communications system and recommendations presented herein will increase your operating efficiency substantially. Other benefits will be lower overall operating cost and increased customer and employee satisfaction.

Again, many thanks for allowing me to make this proposal to you. If you have any further questions, please contact me at 393-9511, extension 286.

Sincerely

SHELDON H. GARELIK
Communications Consultant

Enclosures

RECOMMENDATION

IN THE ENCLOSED PROPOSAL, WE HAVE PROVIDED INFORMATION FOR A NEW COMMUNICATIONS SYSTEM TO REPLACE THE EXISTING 10A2 KEY TELEPHONE SYSTEM. TWO DIFFERENT SYSTEMS ARE ANALYZED FOR YOUR INFORMATION. THESE TWO SYSTEMS ARE THE 17A COMPONENT KEY TELEPHONE SYSTEM AND THE GTD-120AS DIGITAL SWITCHBOARD. THE 17A SYSTEM IS A MULTI-LINE SYSTEM AS COMPARED TO THE COMPUTERIZED GTD-120AS, WHICH IS A DIGITAL SWITCHBOARD SYSTEM. THE GTD-120AS ALLOWS YOU THE FLEXIBILITY OF EXPANDING YOUR SYSTEM AND PROVIDING THE MOST ADVANCED TECHNOLOGY FOR YOUR COMMUNICATIONS SYSTEM.

BOTH SYSTEMS OFFER AN ATTENDANT'S CONSOLE FOR SINGLE POINT OF ANSWER, DIRECT DIALING OF INTERNAL AND EXTERNAL CALLS, TRANSFER, CONSULTATION AND CONFERENCE, AS STANDARD SYSTEM FEATURES. THERE ARE MANY OTHER FEATURES OFFERED WITH BOTH SYSTEMS.

THE GTD-120AS OFFERS MANY OF THESE FEATURES AS STANDARD ITEMS, AS DISCUSSED IN THE STANDARD AND OPTIONAL FEATURE SECTION, WHEREAS, THE 17A SYSTEM OFFERS THEM AS OPTIONAL FEATURES.

ONE OF THE BENEFITS PROVIDED AS A STANDARD ITEM WITH THE GTD-120 IS LONG DISTANCE COST CONTROL. YOU WILL BE ABLE TO PROGRAM YOUR SWITCHBOARD DATA BASE WITH RESTRICTIONS WHICH WILL PREVENT ACCESS TO CERTAIN LONG-DISTANCE DIALING AREAS. THIS REDUCES YOUR UNAUTHORIZED TOLL AND MISUSE OF THE TOLL NETWORK.

ANOTHER COST SAVINGS TO YOU WITH THE GTD-120AS IS THE REDUCTION OF COSTLY MULTI-LINE INSTRUMENTS. SINGLE-LINE TELEPHONES WILL NOW PERFORM MANY OF THE SAME FUNCTIONS AS THE KEY TELEPHONES. THESE SAME SINGLE-LINE TELEPHONES CAN ALSO BE USED FOR ACCESSING SYSTEM FEATURES INHERENT WITHIN THE SYSTEM.

RECOMMENDATION - CONTINUED

THE GTD-120AS HAS THE CAPABILITY OF 36 SIMULTANEOUS CONVERSATIONS, WHEREAS THE 17A COMPONENT SYSTEM ONLY HAS 4 INTERCOM PATHS FOR INTERNAL CONVERSATIONS.

WE HAVE ALSO ADOPTED A NEW PAYMENT PLAN FOR THE GTD-120AS. THIS PAYMENT PLAN IS COMPRISED OF TWO COMPONENTS, TIER A AND TIER B. TIER A IS A PRESET MONTHLY RATE WHICH WILL NOT CHANGE FOR THE LENGTH OF THE CONTRACT. THIS PORTION COVERS THE TELEPHONE COMPANY'S INVESTMENT, INCOME TAXES AND DEPRECIATION. TIER B IS A CONTINUOUS RATE WHICH IS SUBJECT TO RATE CHANGES. IT PAYS FOR MAINTENANCE, ADMINISTRATIVE COSTS, AND AD VALOREM TAXES. THE CUSTOMER HAS THE BENEFITS OF OWNERSHIP WITHOUT THE RESPONSIBILITIES. IT ALSO OFFERS YOU A HIGH DEGREE OF FLEXIBILITY IN SELECTING A PAYMENT ARRANGEMENT THAT WILL SUIT YOUR FINANCIAL REQUIREMENTS. THESE ARRANGEMENTS HAVE BEEN DIVIDED INTO THREE, FIVE, SEVEN AND TEN YEAR OPTIONS UNDER WHICH THE BASIC TIER A CHARGE IS PAID OFF.

BY COMPARING THE STANDARD FEATURES OF THE TWO SYSTEMS, YOU WILL FIND THE GTD-120AS TO BE MORE ADVANCED AND COMPLETE FOR YOUR TOTAL COMMUNICATIONS NEEDS.

EXHIBIT "B"

GTD-120AS

SYSTEM TOTAL

<u>DESCRIPTION</u>	<u>NONRECURRING CHARGE</u>	<u>MONTHLY RATE</u>
SWITCHBOARD: (EQUIPPED FOR 8 TRUNKS AND 48 STATIONS)		
TIER A: (10-YEAR CONTRACT)	\$ -	\$ 426.00
TIER B: (PERPETUAL)	-	237.00
	<hr/>	<hr/>
SUB-TOTAL	\$ -	\$ 663.00
STATIONS:		
44 PRIMARY WORKING STATIONS, TOUCH-CALLING, SINGLE- LINE INSTRUMENTS	\$ 396.00	\$ 121.00
MILEAGE FOR 14 OFF-PREMISE STATIONS	-	42.00
	<hr/>	<hr/>
SUB-TOTAL	\$ 396.00	\$ 163.00
MULTI-LINE EQUIPMENT:		
25% OF EXISTING EQUIPMENT - SUB-TOTAL	\$ 25.00	\$ 83.25
SUPPLEMENTAL EQUIPMENT:		
50% OF EXISTING EQUIPMENT - SUB-TOTAL	\$ 25.00	\$ 18.95
SYSTEM TOTAL (FIRST 10-YEARS)	\$ 446.00	\$ 928.20
TIER A (DISCONTINUED UPON EXPIRATION OF CONTRACT)		\$ (426.00)
		<hr/>
ADJUSTED SYSTEM TOTAL (AFTER 10 YEARS)		\$ 502.20

COST COMPARISON

DESCRIPTION	PRESENT		PROPOSED		PROPOSED	
	10A2 KEY TELEPHONE SYSTEM MONTHLY RATE		117A COMPONENT KEY TELEPHONE SYSTEM NONRECURRING CHARGE		NONRECURRING CHARGE	GTD-120AS COMPUTERIZED SWITCHBOARD MONTHLY RATE
SYSTEM:						
MAIN LOCATION	\$ 370.85		\$ 1,276.25	\$ 532.55	\$ 320.00	\$ 847.70
SECOND LOCATION	-		886.50	205.75	126.00	80.50
SUB-TOTAL	\$ 370.85		\$ 2,162.75	\$ 738.30	\$ 446.00	\$ 928.20
EXCHANGE SERVICE						
MAIN LOCATION	\$ 51.97		-	\$ 51.97	\$ 103.25	\$ 33.42
SECOND LOCATION	-		96.00	30.84	-	-
SUB-TOTAL	\$ 51.97		\$ 96.00	\$ 82.81	\$ 103.25	\$ 33.42
3 MONTH AVERAGE TOLL	\$ 97.20		-	\$ 97.20	-	\$ 97.20
TOTAL	\$ 520.02		\$ 2,258.75	\$ 918.31	\$ 549.25	\$ 1,058.82*
10% SYSTEM TOLL RESTRICTION						
ADJUSTED TOTAL						\$ (9.70)
						\$ 1,049.12

*THIS MONTHLY RATE APPLIES FOR 10-YEAR CONTRACT. IT WILL BE REDUCED BY \$426.00 UPON EXPIRATION OF CONTRACT.
ADJUSTED SYSTEM TOTAL IS THEN \$632.82.

OFFICE SUPPLIES

Allocation Request: \$50,000

The Rent Control Board purchases the majority of its office supplies through the City's Purchasing Department. The City contracts with an office supply vendor each year. The Agency clearly benefits from this economy of scale, and it is in our best interest to continue this practice.

The projected expenditure for office supplies in FY 80-81 is \$40,000. We request an additional \$10,000 to cover the increases in cost and the supplies that will be used by additional staff.

METERED POSTAGE

Allocation request: \$25,000

The projected metered postage expense for FY 80-81 is \$17,700. The recent 20% increase in first class mail rates and the production of the Tenant/Landlord Handbook, which will be mailed to individuals on request, will cause even greater costs over FY 81-82. Staff therefore requests an allocation of 30% over last year's expenditure for metered postage.

LEGAL ADVERTISING

Allocation Request: \$1500

This allocation covers the cost of publishing public notices and other announcements required by law in daily papers in the area.

PERSONNEL ADS

Allocation Request: \$2500

Personnel ads are usually placed in the Evening Outlook, L.A. Times, San Francisco Chronicle. Ads for vacancies in our staff attorneys or hearing examiners are normally placed in the Daily Journal. In keeping with our affirmative action efforts, notices of vacancies are sent to a list of organizations which assist minorities, women and handicapped persons.

LEASED EQUIPMENT

Allocation Request: \$70,000

Word Processing: \$40,000. The Agency is in critical need of an expanded word processing capability. With nineteen staff attorneys and hearing examiners on staff, the cost to the Agency of not having an adequate word processing facility has been significant. In addition to eliminating needless duplication, word processing would help in establishing uniform formats and standards for decisions and staff reports.

At the moment, the Agency has a single "Agile" Terminal/Printer for word processing. The Agile has three major shortcomings: 1) It is run directly off of the City's main computer. It therefore ties up 2 of the 3 ports (or access ways) to the computer which have been assigned to the Agency. Although the Agency has been allocated three additional computer ports for next year, the use of the main computer for word processing is a terrible waste of valuable resource. 2) The software package purchased by the City for word processing is needlessly complex and difficult for the operator to use. 3) The Agile has a poor service record and is subject to inexplicable malfunctions.

Staff recommends that the Board allocate \$40,000 for the lease/purchase of an independent word processing system. The most cost effective hardware now available is a mini-computer with a hard-disc drive which can handle 6 to 8 terminals and 2 printers.

OFFICE RENT AT 506 SANTA MONICA BLVD.

Allocation Request: \$60,000

Office Space - In September 1980, the Board leased 14 offices and hearing rooms in the Pacific Building at 506 Santa Monica Blvd. These offices were leased because there is not adequate space in City Hall for the Hearing Department.

Rent is currently \$3810 per month and the lease expires on September 30, 1981. Annual cost: \$45,720.

Maintenance - Under the terms of the lease, the Board must provide its own office cleaning. Staff has contracted with a moonlighting maintenance man to work 16 hours a week at \$5.19/hour, the same rate currently given City maintenance and cleaning personnel. Annual cost: \$4318.

Parking - The Agency is providing parking for the employees at 506 Santa Monica. The monthly cost for 19 parking spaces is \$665/month. Annual cost: \$7980. There is presently no expectation that the City will be able to provide sufficient space within City Hall to accommodate the Hearing Department in the near future.

Staff requests that the Board allocate sufficient funds to continue the lease of office space at this location for another year.

The computer should have a shared memory capability for all terminals and be able to communicate with the City's computer. This system would allow 3 or 4 terminals and a printer to be located at both the Hearing Department and the Legal Department.

Copier: \$17,500. Lease on the IBM Series III Model 30 copier and collator is \$707.27 a month for the first 15,000 copies. The Agency currently averages more than 65,000 copies per month and pays a service charge of .0183 cents per copy over the initial 15,000.

Lexis Legal Research Service: \$12,000. The Board recently subscribed to the Lexis Legal Research Service. The monthly cost of the subscription and equipment rental is \$550. A reasonable estimate of use by each attorney of one hour per month at the varying rate of \$30-\$72 per hour, \$450 a month, is budgeted for total computer research time.

Postage Meter: \$180. The Agency rents a postage meter for \$15 per month for use by the Hearing Department which does not have easy access to the City Hall mail room.

MEMBERSHIP DUES

Allocation Request: \$2500

It is the policy of the Board to pay the California Bar Dues of attorneys and hearing examiners on staff. A schedule of 1981 Bar Dues paid in FY 80-81 is attached.

MILEAGE

Allocation Request: \$2500

The Board has followed the City's policy of reimbursing employees who must use their own automobiles in their work at a rate of 22.5 cents per mile. The majority of the expenditures under this item go to attorneys and law clerks who must travel to Los Angeles courts in their own cars.

INSURANCE

Allocation Request: \$3350

General Liability: \$2100. The Agency has a \$500,000 combined single limit liability policy with a \$250 deductible for property damage. This includes a non-owned automobile liability and personal injury coverage for Agency employees.

Faithful Performance Bond: \$350. All Rent Control Board employees are covered by a \$25,000 faithful performance bond.

Comprehensive Insurance: \$750. Fire and theft coverage for office equipment, office furniture and valuable papers.

Computer Equipment Coverage: \$150. Rider to comprehensive insurance which covers all computer equipment owned by the Agency.

Attachment

1981 CALIFORNIA BAR DUES PAID FOR RENT CONTROL BOARD ATTORNEYS

Karl Manheim	1/16/81	\$140
David Pettit	1/23/81	140
Michael Heumann	1/30/81	150
Joel Levy	1/30/81	140
Richard Weinstock	2/6/81	140
Laurie Lieberman	2/13/81	85
Mary Lawrence	2/20/81	140
Mary Ann Yurkonis	2/20/81	85
Jonathan Horne	2/27/81	85
Marla Kraus	3/6/81	140
Barbara Greenstein	3/13/81	<u>85</u>
		\$1415

LIBRARY MATERIALS

Allocation Request: \$5000

A basic research library will be established for the benefit of attorneys and research staff.

Unlike the staff attorneys, hearing examiners do not have the benefit of a law library close at hand. A small library containing the following would cost approximately \$3000:

Witkin Summary of California Law
Witkin California Procedure
Witkin California Evidence
Deering Annotated Codes
Miller and Starr California Real Estate
CEB California Eviction Defense Manual
CEB Representing Tenants Before and
Against Administrative Agencies
CEB California Administrative Agency Practice
CEB California Administrative Mandamus
CEB California Taxes
CEB Federal Tax Procedure for General
Practitioners
CEB California Inheritance Tax Practice
West Black's Law Dictionary
Parker Directory of California Attorneys

COMPUTER TIME SHARING

Allocation Request: \$30,000

The Agency must pay for the amount of computer time we use based on FY 80-81 usage, the City's Data Processing Manager has recommended that \$30,000 be allocated.

PUBLICATIONS AND PRINTED FORMS

Allocation Request: \$65,000

The City's duplicating service provides most of the forms and applications used by the Agency. Based upon last year's expenditures, FY 81-82 requisitions will total \$15,000.

The production and printing costs of the first edition of the 80-page Tenant/Landlord Handbook is \$23,000. The initial order for the handbook is 10,000 copies in English and 3,000 copies in Spanish. A promotional flyer which is designed the availability of the handbook will cost \$2800 to print. The mailing of the flyer to all tenants and landlords of Santa Monica will cost approximately \$5600.

An allocation of \$10,000 is for production of a brochure on how to prepare for a hearing. This will be made available to all parties who file petitions or complaints.

A second allocation of \$10,000 will go towards the production of a series of public informational brochures on various tenant and housing issues.

ADMINISTRATIVE INDIRECT COSTS

Allocation Request: \$58,300

The Agency pays a flat fee to the City for all Administrative Indirect Costs. Each department of the City pays a similar fee to cover maintenance and upkeep of City Hall, use of meeting rooms and other common areas, bookkeeping and record-keeping by Finance and Personnel Departments, use of City cars, etc. The Agency, as well as other City departments, was assessed a 10% fee increase for FY 81-82.

MISCELLANEOUS COSTS

Allocation Request: \$10,000

This fund is set up for miscellaneous, one-time operating expenses.

PROFESSIONAL SERVICES

Allocation Request: \$115,500

Consultant Services for Information Processing

Development Program: \$97,860. A team of data processing management consultants will develop the following 6 electronic data systems:

1. System to determine the maximum allowable rent for every unit.
2. Active petition file.
3. Petition summary file.
4. Revised current billing system.
5. Census reporting system.
6. Property activity file.

Of these systems, the computer calculated MAR and revised billing systems have the highest priority. The census reporting system will be developed as time allows, while the need for a property activity file will be assessed after implementation of the active petition file. Each project will involve system design, program writing and testing, data capture and user education once a system has been brought on line. Scheduling of these projects is projected as follows:

1. Billing system - 4 months development, May-June; September-October. On line November 1.
2. MAR system - 4 months development, July-October. On line November 1.
3. Petition summary system - 5 months development, November-March. On line April 1.

Consultant Services for Info Proc. Devel. Program (cont'd)

4. Active petition system - 2 months development,
January-February. On line March 1.

Salaries for the data management consultants are calculated as follows:

<u>Program Manager</u>	
Full-time 48 weeks	\$36,375
<u>System Designer</u>	
48 weeks 3/4 time	36,000
<u>Data Collection Manager</u>	
43 weeks part-time	4,416
<u>Research/Asst. Programmer</u>	
13 weeks full-time, 35 weeks half-time	7,320
<u>Work Study Research Asst.</u>	
39 weeks half-time	1,950
<u>Summer Intern</u>	
9 weeks	1,800
<u>2 Attorneys for Data Collection in Petition summary file project</u>	
8 weeks	8,000

An additional \$2000 is budgeted for miscellaneous supplies, publications and equipment. In addition to the above personnel, this program will require the help of some regular Rent Control staff members. The cost of this assistance has not been included here. It is assumed for instance that the programmer and the data coordinator on staff will spend considerable time on this project.

Contract for Category 2 Rehab Appraisals: \$10,000

The Board has contracted with an architect to do rehab appraisals for Category 2 applications at the rate of \$30/hour. Staff has budgeted \$6000 for the architect's services based on

Contract for Cat. 2 Rehab Appraisals (cont'd)

a maximum of 20 applications a year and 10 hours of preparation and testimony per case.

Also budgeted is \$4000 for contracting directly with a real estate appraiser in connection with Category 2 removal permits.

Consultant on Hearing Procedures: \$2500. Staff recommends contracting with a consultant with experience in administrative hearing procedures. The consultant will work with the Board and hearing examiners to develop regulations and procedures to streamline our hearing process.

Board Meeting Court Reporter: \$4725. Board has contracted directly with a court reporter to attend all public sessions of the Board. The average cost of the court reporter is \$75 per meeting.

TRAINING

Allocation Request: \$4,000

Staff attorneys and hearing examiners will attend CEB or College of Administrative Law Seminars on relevant subjects. This year we will also contract directly with individuals who have some expertise in real estate finance, administrative law, or other such areas to conduct one-day study sessions or seminars for the staff. Allocation provides \$200 of training for each attorney and hearing examiner for the year.

LEGAL EXPENSE

Allocation Request: \$150,000

This fund anticipates the need for farming out some cases to outside attorneys, legal consultants, expert witnesses, attorney fee awards and other expenses in defense of the Charter Amendment.

LOAN REPAYMENT

Allocation Request: \$113,194.45

In 1980, the Board received a \$300,000 loan from the City. The funds were used to pay for operating expenses of the Agency in FY 79-80. The City and the Board agreed to a three year note at 8% with quarterly principal and interest payments.

In FY 80-81, the Board repaid \$100,000 of the principal.

The repayment schedule for FY 81-82 is as follows:

<u>Date</u>	<u>Principal</u>	<u>Interest</u>
9/30/81	25,000	4088.89
12/31/81	25,000	3577.78
3/31/82	25,000	3000.00
6/30/82	25,000	2527.78

BOARD ALLOWANCE

Allocation Request: \$24,000

The Charter Amendment limits the amount of compensation to any individual Board member to \$4750. An additional \$250 has been budgeted for miscellaneous expenses.

City Hall staff will move into expanded office space within the next few months. Moving expenses are estimated to be \$3,000. Dry wall construction and painting will be required in some offices. Minimum electrical work will be necessary to provide additional lighting to storage areas which are being converted to office space. Total cost of renovation will be \$75,000.

OFFICE RENOVATION

Allocation Request: \$75,000

The Board has contracted with the architectural firm of Donley-Bundy/Lyon Associates to redesign the work space of the Rent Control offices in City Hall.

The purpose of this study is to redesign the current work-space in order to remove existing health and safety hazards and improve the usefulness of the work-space in Room 202 and adjoining offices which is cramped and antiquated.

The firm was also asked to design and supervise the construction of sound-absorbing materials and suncreening over the windows.

At our request, the architectural firm prepared the following estimate of renovations:

Cost Estimate of Rent Control Renovation

Floor Area = 2,084 sq. ft.

1. <u>Demolition</u>	\$ 750
2. <u>Electrical</u> (rework electrical outlets)	3000
3. <u>Paint</u>	2000
4. <u>Carpeting</u> (232 sq. yds.)	6500
5. <u>Install Blinds & Sunscreening</u>	3000
6. <u>Install Acoustic Wall Panels</u>	1800
7. <u>Install Partitions w/Integrated Electrical Circuitry, Lights & Shelves</u>	39000

\$56050

Plus 15% Contingency

8408

\$64458

(\$31 sq. ft.)

EQUIPMENT

Allocation Request: \$37,000

1. IBM Series III Copier: \$13,500. Includes principal and interest in second year of purchase plan and service agreement on both copier and collator.
2. 5 Typewriters: \$5,425.
3. 6 Desks: \$2700.
4. Storage Cabinet for Hearing Tapes: \$300.
5. 2 Lateral Files: \$1100.
6. 2 Data Processing Terminals with Thermal Printers: \$5200.
7. 1 Data Processing Terminal w/o Printer: \$1600.
8. 6 Dictaphones: \$1890,
9. 11 Desk Chairs: \$2750.
10. Service Contract on Postage Meter & Scale: \$215.
11. Service Contract on 8 Dictaphones: \$575.
12. Service Contract on Data Processing Terminals: \$1200.
13. 6 8' Folding Tables: \$450.

