

SANTA MONICA RENT CONTROL BOARD

1983-84 BUDGET

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On April 10, 1979, the citizenry of Santa Monica amended the City Charter to establish the Santa Monica Rent Control Board. The Charter Amendment authorizes the Board to regulate rentals in the City of Santa Monica so that rents will not be increased unreasonably and so that landlords will receive no more than a fair return on their investment. The Board is further authorized to provide reasonable protection to tenants by controlling removal of controlled rental units from the housing market and by requiring just cause for any eviction from a controlled rental unit.

The 1983-84 Rent Control Board Budget will provide the resources necessary to meet these responsibilities. The budget also calls for an expansion of public information programs; the creation of a new Data Processing Department within the agency; and the addition of new Hearings Department and Exemptions Investigative staff in order to provide greater services in each of these areas.

This year's budget asks a greater commitment of resources to improving the agency's public information and data management programs than ever before. In addition to continuing to improve our community outreach programs, the agency will for the first time produce a quarterly newsletter designed to be mailed to every resident of Santa Monica. The newsletter will provide schedules of Rent Control Board meetings, simple explanations of regulations under consideration, descriptions of services available from the agency, and articles on tenant and landlord rights and obligations under the Rent Control Law.

Staff will also revise and update the Tenant/Landlord Handbook. Virtually all of the original 20,000 copies have been distributed, and there are several regulation and policy changes which need to be incorporated into a new edition.

The most significant change for the agency in FY 83-84 will be the development of Data Processing Department. In its first four years, the agency has relied upon several data processing consultants to coordinate our data management needs and develop several sophisticated data management systems. The last of these data management systems will be completed in June 1983. It will then be staff's responsibility to maintain and develop these data management systems and coordinate our own data management needs. This can only be done through the creation of a centralized Data Processing Department. The department will be supervised by a Management Information Systems Director whose responsibilities will be to develop the data processing resources of the agency. The director will also be available to prepare statistical informational reports as requested by the Board or staff. This person will also ensure the maintenance and improve the efficiency of the existing data processing programs for billing, scheduling, property histories, and petition summary systems.

The development of these data processing systems has taken more than two years. The product of this effort will be the greatest informational tool on rent control available in the

nation. Whether or not this tool will be used, will depend on whether or not we devote the resources to develop the wealth of information which is available to us through the property history and petition summary systems.

The director of this department will be assisted by a Petition Summary Coordinator. The agency has hired a consultant over the last several years to perform this task, and it is clear that there will be an ongoing need for a skilled technician to verify the results of all Board and court decisions that are entered into our electronic data summary file. The Petition Summary Coordinator will be responsible for verifying the accuracy of information which has been encoded on data entry forms generated by the Hearings and Legal Departments. Each form will contain a summary of a hearing examiner decision, Board decision on appeal or a decision of the courts on an individual rent adjustment petition. The verification of this data is essential for the proper maintenance of the electronic petition summary system. The purpose of this system is to accurately monitor the affect every petition, complaint application or court action has on each controlled rental unit.

The agency's Programmer and Data Coordinator will be moved to this department and be supervised by the Management Information Systems Director. This will consolidate all data processing functions into one department supervised by a skilled systems designer.

Finally, the 1983-84 Rent Control Board Budget recommends the addition of three new staff positions.

Staff recommends the creation of an Office Manager position for the Hearings Department. An office manager would be responsible for supervision of the work of the five word processor operators and the receptionist of the department. Currently the Supervisor of Hearings Department must take time out of her primary responsibilities, which are improving the hearing examiner decisions and overall management of the hearings process, to direct the work of the clerical staff. An office manager would free the supervisor to make better use of her time and talents and assist the supervisor as her personal secretary.

Staff also recommends the creation of a second Administrative Investigator position to assist with the processing of exemption applications. By adding a second investigator to processing exemption applications, it is estimated that the current backlog will be eliminated within a year.

Staff recommends the creation of a half-time typist to assist both exemptions investigators. The clerk-typist will be responsible for noticing exemption application hearings and typing staff recommendations.

Each of these new programs and staff positions will play an important role in furthering the Board's efforts to meet the responsibilities set forth in the Charter Amendment. The new public information programs will provide the residents of Santa Monica the knowledge they need to exercise their rights under the

law. The electronic data management systems will enable the agency to properly regulate the rents throughout the city and monitor the level of affordable housing to low and moderate income residents. These systems will also provide an invaluable information resource to the Board in assessing the impact of the regulation of the rental housing market.

The additional staff in both the Hearings and Properties Departments will improve the many services we provide the residents of the city. In the less than four years the agency has been in existence, the administrative procedures for adjudicating the more than 4200 petitions for rent adjustment and complaints filed with the agency have been continually improved. We will also devote the considerable resources necessary to defend the Charter Amendment and the decisions of the Board.

The 1983-84 Rent Control Board Budget is a reflection of our efforts to fulfill the promise of the Charter Amendment and our commitment to working with community organizations in our shared goal of preserving affordable rental housing for the people of Santa Monica.

BUDGET SUMMARY

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BUDGET SUMMARY FY 83-84

SALARIES & WAGES

Code	100	Permanent Employees	1,508,839
	149	Overtime	10,000
	150	Temporary Employees	<u>10,000</u>
			1,528,839

BENEFITS

Code	172	Unemployment Compensation	1,528
	173	Workers Compensation	9,716
	174	Health Insurance	96,855
	177	Retirement Contribution	<u>238,204</u>
			346,303

SUPPLIES & EXPENSES

Code	221	Telephones	15,500
	231	Office Supplies	41,350
	232	Metered Postage	15,800
	254	Legal Advertising	500
	261	Leased Equipment	37,395
	262	Office Rent	44,121
	272	Mileage Reimbursement	5,700
	290	Membership & Dues	3,000
	302	Insurance	3,900
	404	Library Materials	750
	411	Printing	12,400
	434	Administrative Indirect Costs	175,000
	439	Miscellaneous Costs	500

SUPPLIES & EXPENSES

Code 506	Professional Services	37,050
511	Legal Expense	50,000
521	Training	5,000
104	Board Allowance	20,000
721	Service Agreements	15,272
	Public Outreach Fund	23,160
	Hearings Dept. Needs Fund	78,156
	Research Fund	<u>0</u>
		584,554

CAPITAL OUTLAY

Code 801	Equipment	<u>15,755</u>
	TOTAL	2,475,451

1983-84 REVENUE PROJECTION

REGISTRATION FEES	\$2,376,000
Based on a \$6 per month registration fee levied on 33,000 controlled rental units.	
INTEREST INCOME	105,000
9% interest on the average monthly balance.	
ADMINISTRATIVE RECORD FEES	15,000
OTHER REVENUE	10,000
	<u>\$2,506,000</u>

	<u>1981-82</u> <u>BUDGET</u>	<u>1982-83</u> <u>BUDGET</u>	<u>1983-84</u> <u>BUDGET</u>
<u>SALARIES AND WAGES</u>			
Permanent Employees	1,124,200	1,277,581	1,508,839
Overtime	10,000	23,750	10,000
Temporary Employees	10,000	10,000	10,000
	<u>1,144,200</u>	<u>1,311,331</u>	<u>1,528,839</u>
<u>BENEFITS</u>			
Unemployment Compensation	9,000	10,443	1,528
Workers Compensation	5,100	7,582	9,716
Health Insurance	43,000	52,764	96,855
Retirement Contribution	195,100	217,176	238,204
	<u>252,200</u>	<u>287,965</u>	<u>346,303</u>
<u>SUPPLIES AND EXPENSES</u>			
Telephone	15,000	9,000	15,500
Office Supplies	50,000	45,000	41,350
Metered Postage	25,000	16,800	15,800
Legal/Personnel Advertising	4,000	6,350	500
Leased Equipment	70,000	46,800	37,395
Office Rent/5th Street	60,000	50,271	44,121
Mileage Reimbursement	2,500	5,500	5,700
Memberships & Dues	5,500	1,900	3,000
Insurance	3,350	3,400	3,900
Printing	75,000	5,000	12,400
Computer Timesharing	30,000	30,000	-
Library Materials	5,000	5,000	750
Admin. Indirect Costs	58,300	80,000	175,000
Miscellaneous Costs	10,000	7,000	500
Professional Services	115,500	125,425	37,050
Legal Expense	150,000	72,038	50,000
Training	4,000	2,000	5,000
Board Allowance	24,000	23,750	20,000
Loan Repayment	113,200	27,044	-
Service Agreements	-	17,915	15,272
	<u>820,350</u>	<u>556,443</u>	<u>584,554</u>
<u>CAPITAL EXPENSE</u>			
Equipment	43,000	117,786	15,755
Renovation	75,000	41,946	-
	<u>2,334,900</u>	<u>2,332,971</u>	<u>2,475,451</u>

STAFF

RENT CONTROL STAFF

ADMINISTRATOR'S OFFICE

Administrator

Executive Secretary

Secretary to the Board

Hearing Investigator

Public Information Officer

Agenda Clerk

PROPERTIES DEPARTMENT

Assistant Administrator

Administrative Assistant

Secretary

Receptionist

Two Full-time Information Coordinators

Two Full-time Bilingual Information Coordinators

One Part-time Information Coordinator

Data Clerk

Two Exemptions Investigators

One Part-time Clerk-Typist

RENT CONTROL BOARD STAFF (Cont'd)

HEARING DEPARTMENT

Supervisor of Hearings Department

Office Manager

Six Full-time Hearing Examiners

Two Hearing Investigators

Receptionist

Five Word Processor Operators

LEGAL DEPARTMENT

Senior Attorney

Six Full-time Attorneys

One Half-time Attorney

Office Manager

Three Legal Secretaries

Administrative Investigator

Legal Administrative Secretary

DATA PROCESSING DEPARTMENT

Management Information Systems Director

Programmer

Data Coordinator

PETSUM Coordinator

SALARIES

Allocation: \$1,508,839

In accordance with the provisions of our Memorandum of Understanding, staff will receive a 4% cost of living increase on July 1, 1983.

Overtime and Temporary Employment expenses are projected to be approximately \$10,000 each over the next year.

BENEFITS

UNEMPLOYMENT COMPENSATION

Allocation: \$1,528

Unemployment compensation is computed at .01% of gross salary.

WORKERS COMPENSATION

Allocation : \$9,716

The workers compensation rate for staff other than hearings investigators is .66% of gross salary, a considerable increase over the .57% of last year. For hearings investigators who are required to go out into the field, the rate is .89% of gross salary as opposed to .77% of gross salary for last year.

HEALTH INSURANCE

Allocation: \$96,855

Rent Control Board employees and their dependents are covered by one of three health insurance plans offered by the City and one of two dental plans. In FY 82-83, the monthly health insurance premium for 49 employees was as follows:

Blue Cross	\$1,920.80
INA	711.60
Health Net	<u>3,868.80</u>
	\$6,501.20
Dental Coverage	<u>\$ 686.00</u>
	\$7,187.20

For FY 83-84 the City projects a premium increase for INA and Health Net of 30% on January 1, 1984. This increase in the monthly premium and the addition of new staff in 1983-84 will result in a monthly premium of \$8,071.

RETIREMENT CONTRIBUTION

Allocation: \$238,204

The employer contribution to the Public Employees' Retirement System has consistently declined over the last several years. The contribution for all non-management Rent Control staff for 1983-84 will be 16%, down from the 16.14% last year. The contribution for management Rent Control staff will be 19.5%, down from 19.64% last year.

SUPPLIES AND EXPENSES

TELEPHONE COMMUNICATIONS

Allocation: \$15,500

The increase in the allocation request for FY 83-84 reflects a shift from indirect administrative costs to direct billing of the agency for all telephone service. In past years, the portion of our telephone calls routed through the City switchboard has been paid by the City and charged to us through indirect administrative costs. In September 1983, the City will install a new electronic key telephone system throughout City Hall. One result of this system will be that all telephone service costs will be directly charged to the agency.

OFFICE SUPPLIES

Allocation: \$41,350

The Rent Control Board purchases 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.

POSTAGE

Allocation: \$15,800

The majority of the agency's mail is handled by the City's mail room. The cost of handling our mail is charged to the agency as a component of the indirect administrative costs. The following allocation requests are for the cost of postage for each of the indicated mailings.

Mass Mailings: \$4,500. Each year the agency mails notification of the general adjustment to all residents of the city. The agency also sends a copy of our registration fee regulations to all owners of rental units in Santa Monica each year.

Notification of Inadequate Registration: \$2,000. This year the agency will begin systematically notifying all registered property owners of any omissions or errors in the registration forms filed with the agency.

General Postage: \$9,300. This item covers the metered postage of the Hearings and City Hall offices.

LEGAL ADVERTISING

Allocation: \$500

This allocation covers the cost of publishing public notices and other announcements as required by law. This budget item is significantly less than previous years' allocations because the agency will no longer be responsible for placing personnel ads for vacant staff positions.

LEASED EQUIPMENT

Allocation: \$37,395

IBM Copier: \$25,675. Lease on the IBM Series III, Model 60 copier and collator is \$1179 per month for the first 25,000 copies. The agency pays an additional service charge of .96 cents per copy over the initial 25,000.

Hearings Department Alarm System: \$540. Our insurance coverage requires the installation of an alarm system at the hearings office. An alarm system which meets the specifications of the Santa Monica Police Department was installed in May 1983. The monthly lease rate for this alarm system is \$45 per month.

Lexis Legal Research: \$11,000. The Board subscribes to the Lexis legal research service. The average cost for lease of the equipment and use of the service by our legal staff is \$900 a month.

Postage Meter: \$180. The agency rents a postage meter at the rate of \$15 a month for the use of our Hearings Department which does not have access to the City Hall mail room.

OFFICE RENT AT 1640 5TH STREET

Allocation: \$44,121

There is not sufficient space in City Hall to house the agency's Hearings Department. The Board has therefore leased 2,300 sq. ft. at \$1.25 per sq. ft. at the building located at 1640 5th Street. In accordance with the provisions of our lease, the lease rate will go up an additional 3¢ per sq. ft. in October 1983. The annual cost will be \$35,121.50.

There is a need to lease additional office space in the hearings offices to accommodate the present Hearings Department staff. Staff is exploring options with the owner of the building to secure an additional 500 sq. ft. for hearing examiner offices. Staff projects that the additional cost will be approximately \$9,000 per year.

MILEAGE REIMBURSEMENT

Allocation: \$5,700.

The Board reimburses employees who use their own automobiles in conducting agency work at the rate of 22-1/2¢ per mile.

In addition, the agency provides an automobile reimbursement for hearing investigators of \$75 per month and for the Administrator of \$156 per month. The annual cost of automobile reimbursements is \$3672.

STATE BAR DUES

Allocation: \$3,000

It is the practice of the Board to pay the California State Bar Dues of staff attorneys and hearing examiners in its employ. The average state bar dues for FY 82-83 was \$185 per year.

INSURANCE

Allocation: \$3,900

General Liability: \$1,754. 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: \$330. All Rent Control Board employees are covered by a \$25,000 faithful performance bond.

Comprehensive Insurance: \$1,806. This coverage includes fire and theft coverage for office equipment, office furniture and valuable papers. It also contains a rider which covers all computer equipment owned by the agency in both locations.

LIBRARY MATERIALS

Allocation: \$750

This allocation will cover updates to the legal staff and hearings office libraries, purchase of books and other materials on rent control and housing issues, and subscriptions to newspapers and journals.

PRINTING

Allocation: \$12,400

Revised Rent Control Board Handbook: \$9,400. Staff recommends revising and updating the Rent Control Board handbook and printing 10,000 copies in English and 3,000 copies in Spanish. The cost projection includes \$8,400 in printing and \$1,000 in typeset provisions.

Printed Forms: \$2,000. The printing of forms used by the public will greatly enhance the organization, appearance and legibility of the various applications required by the agency. The practice in the past is to simply photocopy typed masters. Estimates of design, layout, typesetting, and printing is no more than \$2,000.

EVICTION POSTER

Allocation: \$1,000

This allocation anticipates the need to reprint the eviction poster in the spring of 1984.

ADMINISTRATIVE INDIRECT COSTS

Allocation: \$175,000

Each year the City assesses the agency for all the services it provides the agency. This fee covers the lease and maintenance of office space within City Hall and the various services provided by the departments of Finance, Purchasing, Personnel, General Services, and Data Processing. The dramatic increase in this fee over last year is largely the result of the greater burden placed upon the Personnel and Purchasing Departments following the passage of City Ordinance 1265 clarifying the agency's authority in these areas. The increase also covers the agency's portion of the costs of upgrading the City's computer and telephone system.

MISCELLANEOUS COSTS

Allocation: \$500

This account covers various one-time operating expenses.

PROFESSIONAL SERVICES

Allocation: \$37,050

Court Reporter: \$7,700. The agency contracts with a court reporter to take down the proceedings of each Board meeting. The average cost for each Thursday evening meeting is \$138. The average cost for a Saturday meeting is \$183.

Police: \$750. This allocation reimburses the City for the cost of having a policeman attend regular Board meetings.

Arbitrator Expenses: \$1,500. Under the terms of our MOU, the agency pays one-half of the arbitrator's fee in cases of binding arbitration. This cost projection provides for six days of arbitration in the next year.

Organizational Development Consultant: \$15,000. Staff will present the Board with a proposal for retaining an organizational development consultant to analyze the communication and organizational barriers within the agency and develop alternative organizational structures.

Removals Hearing Examiner: \$3,000. Staff recommends that the Board hire an as-needed hearing examiner to take evidence and render a recommendation to the Board on applications of Category C removals. Staff recommends that the Board hire a hearing examiner who is experienced in the rehabilitation of residential structures, evaluation of construction estimates and familiar with the provisions of the Santa Monica Rent

Control law. This allocation estimates an hourly rate of \$25 an hour for approximately 15 hours devoted to the preparation, hearing, and writing of a recommendation in eight hearings over the next year.

Data Processing Consultant: \$1,500. There will be an ongoing need to meet with the data processing consultants retained for the prior two years on the various systems they have developed. There will undoubtedly be refinements and minor modifications necessary to make best use of the systems, and the consultants will be retained on an as-needed basis.

Contract For Category C Rehabilitation Appraisals: \$7,600.

The Board has contracted with a real estate appraiser in connection with Category C removal permits. The average appraisal is \$950 and 8 applications are estimated for FY 83-84.

LEGAL EXPENSE

Allocation: \$50,000

This allocation is for a variety of ancillary expenses necessary for litigation, including contracting with outside attorneys, legal consultants, expert witnesses, attorney fee awards, and other expenses in defense of the Charter Amendment.

TRAINING

Allocation: \$5,000

The agency encourages staff to acquire training and skills that will enhance their contribution to the agency and further their promotional opportunities. Staff attorneys and hearing examiners will attend CEB or College of Administrative Law seminars on related subjects. Word processing operators will attend additional schooling to learn some of the more sophisticated applications of word processing. The agency will also provide additional training in supervision and management skills to the department heads.

BOARD ALLOWANCE

Allocation: \$20,000

The Rent Control Board Commissioners receive \$75 for each meeting they attend. The Charter Amendment limits the amount of compensation to any individual Board member to \$4,750.

SERVICE CONTRACTS

Allocation: \$15,272

The agency has entered into the following service contracts for the maintenance and repair of office equipment:

Wang Word Processing Service Agreement

\$11,148

Pitney Bowes Postage Meter & Postage Scale

231

IBM Copier & Collator

3,168

Dictaphones

725

PUBLIC OUTREACH FUND

Allocation: \$23,160

The Board created this fund to set aside funds for future public outreach projects. These funds will not be expended without prior Board authorization.

HEARINGS DEPARTMENT NEEDS FUND.

Allocation: \$78,156

The Board created this fund to pay for additional needs of the Hearings Department for the coming year. These funds will not be expended without prior Board authorization.

RESEARCH FUND

Allocation: \$0

The Board created this fund for research projects which will be identified in the coming year.

CAPITAL OUTLAY

EQUIPMENT

Allocation: \$15,755

Staff recommends that the Board authorize the purchase of the following equipment:

1. IBM Series III Copier: \$6,000. Includes the principal and interest in fourth year of five year purchase plan of IBM Copier & Collator located at the Hearings Offices at 1640 5th Street, Santa Monica.
2. Partitions: \$3,000. For the purchase and installation of 5 ft. partitions for Properties Department workers in the main room of City Hall. This will allow greater privacy and sound absorption for City Hall staff.
3. Five Dictaphones: \$1,500.
4. Two Transcribing Dictaphones: \$600.
5. Two 4 Drawer Filing Cabinets: \$350
7. Two 4 Drawer Lateral Files: \$1,100
8. Three Typing Tables: \$450
9. Four Clerical Chairs: \$600
10. Bookshelves: \$400
11. Three Desk Chairs: \$755
12. Replacement Items: \$1,000

1983-84 PROGRAMMATIC BUDGET

INTRODUCTION

The Board asked staff to prepare both a line item and programmatic budget for FY 83-84. A programmatic budget is distinguishable from a line item budget in that the expenditures of the agency are categorized along departmental or functional lines. This allows the Board to weigh the cost of the various services the agency provides the residents of Santa Monica.

For budgetary purposes, the agency has been divided into 13 programmatic categories:

Administration
Board Meetings
Civil Litigation
Data Processing
Eviction Monitoring
Exemptions
Hearings
Legal Advisory
Public Desk
Public Information
Record Keeping
Removals and Vested Rights
Non-departmental

Budgets along divisional or programmatic lines are by their nature artificial. It is difficult to draw clear divisional lines within departments and there is considerable overlap in some areas. To simplify matters, staff positions have been assigned to those programs in which they spend 50% or more of their worktime. In addition, general cost items such as telephone, office supplies, and service agreements have been prorated among the 12 functional categories. Specific expenses such as salary and wages, benefits, and capital expenditures are based on the actual projected cost for each program.

ADMINISTRATION: \$112,114

The office of the Administrator is responsible for overall program and policy development, fiscal management, and personnel recordkeeping.

Personnel

Full-time Equivalent

Administrator	1
Executive Secretary	1

Operating Expenses

Salaries & Wages	\$ 80,194
Benefits	18,584
Telephone	585
Office Supplies	1,560
Postage	351
Leased Equipment	1,434
Auto Reimbursement	1,872
Indirect Admin. Costs	6,603
Service Agreements	576

Capital Expenditures

Equipment	355	Desk Chair
	<u>\$112,114</u>	

BOARD MEETINGS: \$95,845

Rent Control Board meetings require the preparation of voluminous agendas each week. The Board Secretary and Agenda Clerk are also responsible for preparing the minutes of meetings, answering Board correspondence, issuing staff summaries of decisions, and keeping commissioners informed of scheduled meetings and events.

Personnel

Board Secretary
Agenda Clerk

Full-time Equivalents

1
1

Operating Expenses

Salaries & Wages	\$45,372
Benefits	10,514
Telephone	585
Office Supplies	1,560
Postage	351
Leased Equipment	1,434
Indirect Admin. Costs	6,603
Police	750
Board Stenographer	7,700
Board Allowance	20,000
Service Agreements	576

Capital Expenditures

Equipment

400
\$95,845

Shelving

CIVIL LITIGATION: \$436,706

The Board employs a legal staff to represent its interests in matters of litigation.

Personnel

Full-time Equivalents

Senior Attorney	.5
Office Manager	.5
Staff Attorneys	4
Legal Secretaries	3

Operating Expenses

Salaries & Wages	\$268,133
Benefits	60,896
Telephone	2,340
Office Supplies	6,242
Postage	1,404
Leased Equipment	16,837
State Bar Dues	834
Printing	200
Indirect Admin. Costs	26,415
Legal Expense Fund	50,000
Service Agreements	2,305

Capital Expenditures

Equipment	1,100	2 Lateral Files
	<u>\$436,706</u>	

DATA PROCESSING: \$164,278

This new department reflects the growing data processing needs of the agency. Since the inception of rent control, the Board has employed a Computer Programmer and a Data Coordinator. We have also had a team of data processing consultants working with us on a variety of electronic data management systems.

Personnel

Full-time Equivalent

Management Information Systems Director	1
PETSUM Coordinator	1
Programmer	1
Data Coordinator	1

Operating Expenses

Salaries & Wages	\$113,916
Benefits	26,398
Telephones	1,170
Office Supplies	3,121
Postage	701
Leased Equipment	2,901
Printing	200
Indirect Admin. Costs	13,217
Professional Service-Data Processing Consultants	1,500
Service Agreements	1,154
	<u>\$164,278</u>

EVICTION MONITORING: \$36,235

A Hearings Investigator devotes a majority of his time to monitoring evictions for owner or relative occupancy, and providing public information about eviction protections in Santa Monica.

Personnel

Hearing Investigator

Full-time Equivalents

1

Operating Expenses

Salaries & Wages

\$24,639

Benefits

5,710

Telephone

292

Office Supplies

780

Postage

176

Leased Equipment

699

Printing

200

Indirect Admin. Costs

3,301

Service Agreements

288

Capital Expenditures

Equipment

150

\$36,235

Typing Table

EXEMPTIONS: \$76,648

The Board employs an Administrative Investigator to receive, process, and prepare staff reports on exemption applications for the Board. There has been a considerable backlog of exemption applications since the inception of rent control. Staff will eliminate this backlog in FY 83-84 by employing an additional Administrative Investigator and a half-time clerk-typist.

Personnel

Full-time Equivalents

Administrative Investigators	2
Clerk-Typist	.5

Operating Expenses

Salaries & Wages	\$50,786
Benefits	11,769
Telephone	731
Office Supplies	1,950
Postage	439
Leased Equipment	1,800
Printing	200
Indirect Admin. Costs	8,253
Service Agreements	720
	<u>\$76,648</u>

LEGAL ADVISORY: \$176,530

An advisory division within the Legal Department prepares staff reports on the appeals of Hearing Examiner decisions, prepares regulations, advises the Board and other departments on legal matters, and prepares administrative records.

<u>Personnel</u>	<u>Full-time Equivalents</u>
Senior Attorney	.5
Office Manager	.5
Staff Attorneys	1.5
Administrative Legal Secretary	1
 <u>Operating Expenses</u>	
Salaries & Wages	\$127,617
Benefits	28,766
Telephone	1,024
Office Supplies	2,731
Postage	614
Leased Equipment	2,534
State Bar Dues	481
Printing	200
Indirect Admin. Costs	11,555
Service Agreements	1,008
	<u>\$176,530</u>

PUBLIC DESK: \$93,100

The agency maintains a public counter in City Hall where staff members are available to answer questions about the Rent Control Law and assist the public in filling out applications. Staff also has an Information Coordinator assigned to answer general information questions that come in over the phone.

<u>Personnel</u>	<u>Full-time Equivalents</u>
Information Coordinators	2
Receptionist	1

<u>Operating Expenses</u>	
Salaries & Wages	\$61,879
Benefits	14,340
Telephone	877
Office Supplies	2,341
Postage	526
Leased Equipment	2,167
Printing	200
Indirect Admin. Costs	9,905
Service Agreements	865
	<u>\$93,100</u>

PUBLIC INFORMATION: \$71,311

Staff is proposing a number of new public information programs which will result in more resources being devoted to community outreach than ever before. Staff recommends the expansion of our quarterly community newsletter into a four page tabloid which would be mailed to every resident in Santa Monica. Staff also recommends updating and reissuing the Tenant/Landlord Handbook and a poster/brochure on eviction protections.

Personnel

Full-time Equivalents

Public Information Officer 1

Operating Expenses

Salary & Wages	\$25,829
Benefits	5,986
Telephone	292
Office Supplies	780
Postage	176
Leased Equipment	699
Printing	10,600
Indirect Admin. Costs	3,301
Service Agreements	288
Public Outreach Fund	23,160

Capital Expenditures

Equipment	200	Chair
	<u>\$71,311</u>	

RECORDKEEPING: \$258,008

The Board maintains records on 7,000 properties and 36,000 rental units in the City of Santa Monica. This recordkeeping function is one of the most important responsibilities of the Properties Department. The department is currently engaged in an extensive base rent recovery project which will include notification of all property owners of any inadequacies or omissions in their registrations on file with the agency. This department must also keep an accurate record of the status of properties and the mailing address of owners so that owners are properly billed for registration fees each year.

Personnel

Full-time Equivalents

Assistant Administrator	1
Administrative Assistant	1
Secretary	1
Information Coordinators	2.5
Data Clerk	1

Operating Expenses

Salaries & Wages	\$171,323
Benefits	39,702
Telephone	1,901
Office Supplies	5,071
Postage	7,640
Leased Equipment	4,736
Printing	200
Indirect Admin. Costs	21,462
Service Agreements	1,873

Capital Expenditures

Equipment	3,000	Partitions
	300	2 Typing Tables
	800	4 Chairs
	<u>\$258,008</u>	

REMOVALS AND VESTED RIGHTS: \$101,082

The Board receives an average of 16 removals and vested rights applications each year. Of these, eight are Category C Removals which require a determination on the economic feasibility for rehabilitation. Staff is recommending that the Board contract with a Hearing Examiner experienced in the rehabilitation of properties to hear all Category C Removals and make a recommendation to the Board.

Personnel

Full-time Equivalents

Staff Attorney	1
Administrative Investigator	1

Operating Expenses

Salaries & Wages	\$64,282
Benefits	14,706
Telephone	585
Office Supplies	1,560
Postage	351
Leased Equipment	1,434
State Bar Dues	185
Printing	200
Indirect Admin. Costs	6,603
Professional Services-Hearing Examiner for Removals	3,000
Category C Appraisals	7,600
Service Agreements	576
	<u>\$101,082</u>

