

SANTA MONICA RENT CONTROL BOARD
FY 1985-1986 OPERATING BUDGET

Approved June 20, 1985

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EXECUTIVE SUMMARY

RENT CONTROL AGENCY OVERVIEW

The 1985-86 Rent Control Board operating budget as recommended by staff projects total expenditures at \$2,931,080. This represents a 20.4% increase over the revised 1984-85 operating budget.

The budget maintains services to the public consistent with previous years, and funds a significant expansion of the Hearings Department in anticipation of a several-fold increase in the number of complaints and petitions to be heard in FY 85-86.

Fiscal Overview - In order to meet the proposed budget, the Board will be required to increase the 1985 rent control registration fee from \$6.00 per month per unit to \$7.00 per month per unit.

Significant Features of 1985-86 Budget - In 1985, the Board decided that recent developments compelled the agency to expand the capacity of the Hearings Department to process petitions and complaints. Those recent developments include a favorable Court of Appeals decision in Sterling v. Santa Monica Rent Control Board, which will restore the Board's powers to hear petitions for rent decrease; a Court of Appeals decision in McHugh v. Santa Monica Rent Control Board which will, if upheld by the California Supreme Court, once again permit us to hear complaints for excess rent; the need to process a backlog of base rent petitions; and

the agency's plans to file approximately 750 complaints for non-registration against owners who fail to respond to requests to register their properties. The Board authorized the hiring of four additional hearing examiners and five word processor operators to handle the increased caseload. The City has leased alternate office space for the Hearings Department to accommodate the increase in staffing and to provide an additional hearing room. By more than doubling the staff and facilities of the department, the 1985-86 budget for the Hearings Department is also expected to increase by 130%. The increase in Hearings Department expenditures accounts for 93.8% of the overall agency budget increase.

The budget will fund a lobbyist to represent the Board in the State Legislature, in light of the ongoing threat to the Rent Control Law posed by several bills introduced in the State Senate and Assembly this year. The Board's authority to have a lobbyist was restored by both the decision of the Court of Appeal and by the City Charter revisions adopted in November 1984. Prior to that time, the Board was enjoined from hiring a legislative representative to promote and defend the Rent Control Law in the State Legislature.

The budget will also fund an upgrade of the current telephone system and should enhance the public information services we provide to the public. Staff has received complaints from the public that it is occasionally difficult to get through on our main public line. Other City departments which have a high volume of public calls have recently

upgraded the basic city telephone system to permit the handling of incoming calls expeditiously. Staff has concluded that the telephone difficulties can best be remedied by improving our present telephone system.

The word processing system and electronic mail system will be expanded to facilitate intra-departmental communications. The Rent Control Board Commissioners will join the City Council Members in the City's electronic mail network. This will enable Board members and agency management staff to maintain closer contact in developing issues, and both receive and send messages from City staff.

CHANGES IN PERMANENT STAFFING LEVELS
UNDER PROPOSED BUDGET

<u>Classification</u>	<u>Agency Total</u>			
	<u>Adopted</u> Curr. Yr. <u>1984-85</u>	<u>Revised</u> Curr. Yr. <u>1984-85</u>	<u>Positions</u> Occup'd. <u>6/8/85</u>	<u>Proposed</u> Prog. Yr. <u>1985-86</u>
Administrator	1	1	1	1
Sr. Attorney ¹	1	1	1	1
Hearings Dept. Mgr.	1	1	1	1
Info. Systems Mgr.	1	1	1	1
Staff Atty.	6.5	6.5	6	6
Hrng. Examiner	3	7	2.5	7
Sr. Admin. Analyst	1	1	1	2
Admin. Analyst	3	2	2	1
Admin. Staff Asst.	2	2	2	2
Admin. Investigator	3.5	3.5	2.2	2.2
Hrng. Investigator ²	0	2	2	2
Data Processing Coord.	1	1	1	1
Petsum Coordinator	0	1	0	1
EDP Programmer Analyst	1	1	1	1
Legal Staff Assist.	1	1	1	1
Legal Secretary II	4	3	1	3
Legal Secretary I	0	1	1	1
Info. Coordinator	6.6	6	5	6
Staff Assistant IV	2	3	3	3
Staff Assistant III	4	7	4	8
Staff Assistant II	1	1	0	0
Receptionist	<u>1</u>	<u>1</u>	<u>0</u>	<u>1</u>
TOTAL	44.6	54.6	38.7	52.2

¹ Reclassified in 1985-86 to General Counsel

² 2 Hearing Investigator positions approved for 1984-85 by the Rent Control Board, 1 on 4/25/85 and 1 on 5/9/85.

I. ADMINISTRATION

DEPARTMENT DESCRIPTION

The Administrator's Office - Responsible for an ongoing administration of agency fiscal and personnel policy and direct support of the elected Rent Control Board in its weekly meetings, including preparation and distribution of agendas, Board and public packets, scheduling in preparation of Board meetings, production of minutes and maintenance of archives of Board actions.

The Public Information Officer is responsible for community and press liaison and the preparation and distribution of informational materials for the public. The Public Information Officer shall also be responsible for the production of a quarterly newsletter.

The Senior Administrative Analyst is responsible for monitoring expenditures, evaluating capital improvements, making recommendations on purchases and leasing options and assisting the Administrator in maintain budgetary controls. He also supervises the Administrative Investigators who prepare reports on exemptions, interior replacement petitions, and administrative records.

Administrator's Office

<u>Classification</u>	<u>Authorized Positions 1984-85</u>	<u>Proposed Positions 1985-86</u>
Administrator	1	1
Senior Administrative Analyst	1	1
Administrative Analyst	1	1
Administrative Investigator	2.5	2.2
Administrative Staff Assistant	2	2
Information Coordinator	2	0
Staff Assistant III	1	1
Staff Assistant II	1	0
Receptionist	1	0
TOTAL	<u>12.5</u>	<u>8.2</u>

SIGNIFICANT CHANGES

In 1984-85, the Receptionist and Information Coordinator positions were transferred from the Administrator's Office to the Properties Department to consolidate the public information personnel in one department. On the recommendation of the City's Personnel Department, The Staff Assistant II position has been reclassified to a Staff Assistant III position.

The agency has reduced the number of Administrative Investigators from 3.5 full-time positions to 2.2 full-time positions. One Administrative Investigator was assigned to the Legal Department to prepare administrative records. The remaining 2.2 Administrative Investigators were assigned to the Administrator's Office to process a backlog of exemptions applications. After the backlog was successfully completed for all exemption applications which were not single family homes, the staff was reduced through attrition. The responsibility for preparing administrative records was then transferred from the Legal Department to the Administrator's Office, consolidating all Administrative Investigators under the Senior Administrative Analyst's supervision.

1985-86 PERFORMANCE OBJECTIVES

- A. Newsletter - Improvement of community liaison by instituting a quarterly community newsletter prepared by the Public Information Officer. The newsletter will announce Board actions, results of litigation, new and modified policies and other items of interest.

- B. Informational Pamphlets - Production and distribution of a series of informational pamphlets reflecting current Board policies to replace the now obsolete Guide To Tenants And Landlords.
- C. Evaluate The Services The Agency Provides The Public and Prepare a Report on Findings by July 1, 1986 - The Administrator and staff shall evaluate the quality of the services provided to the public and shall prepare a report on their findings to the Board. The report shall be based on questionnaires and interviews with a sample of the public who has received a service from the agency. The report shall make specific recommendations for improvement in service delivery.

II. INFORMATION SYSTEMS DEPARTMENT

DEPARTMENT DESCRIPTION

During 1984-85, the agency hired an Information Systems Manager to supervise the Properties Department. The department is responsible for the following:

- A. Records Maintenance - Maintaining manual and electronic files, describing the current legal rent level and history of administrative and legal activity affecting each of 33,000 controlled rental units in the city. This work is carried out by Information Coordinators under the supervision of an Administrative Analyst.
- B. Registration - An Information Coordinator under the supervision of an Administrative Analyst collects new and amended registration forms provided by property owners. Special programs are developed to collect data on currently unregistered units.
- C. Registration Fees - The Data Processing Coordinator is responsible for the issuance and collection of registration fee bills to owners of controlled rental properties. She is also responsible for maintaining electronic billing history and evaluating owner-occupied and senior fee waiver requests.
- D. Public Information - Information Coordinators and the Receptionist under the supervision of the Administrative Analyst staff the public desk and agency phones, responding to public inquiries. They also provide intake services for petitions and applications submitted to the Board.

Information Systems Department

<u>Classification</u>	<u>Authorized Positions 1984-85</u>	<u>Proposed Positions 1985-86</u>
Department Manager	1	1
Administrative Analyst	1	0
Data Processing Coordinator	1	1
Petsum Coordinator	1	1
EDP Programmer Analyst	1	1
Hearing Investigator ¹	1	1
Senior Administrative Analyst	0	1
Senior Information Coordinator	0	1
Information Coordinator	4.6	5
Staff Assistant IV	1	1
Staff Assistant III	0	1
Receptionist	0	1
TOTAL	<u>11.6</u>	<u>15</u>

¹ One Hearing Investigator position approved for 1984-85 by the Rent Control Board on 4/25/85.

SIGNIFICANT CHANGES

For 1985-86, four positions in the Administrator's Office will be transferred to the Information Systems Department. These are the two Information Coordinators, the Staff Assistant III, and Receptionist positions.

Staff recommends that the Board approve the upgrade of two current positions in the Information Systems Department. The first recommended upgrade is the Administrative Analyst position to a Senior Administrative Analyst classification. This upgrade would recognize the increased responsibility borne by the Administrative Analyst, both as the reviewer and supervisor of the Information Coordinators.

The budget also recommends the upgrade of one Information Coordinator to the position of Senior Information Coordinator to assist the Senior Administrative Analyst in the review of MAR inquiries and giving technical supervision to the work of the Information Coordinators. The department also employs a Hearing Investigator who is assigned to resolving unit identification discrepancies in our registration records.

1985-86 PERFORMANCE OBJECTIVES

- A. Prepare Procedures Manuals For All Major Departmental Procedures
- Written procedures will establish a uniform methodology for performing tasks.
- B. Complete Base Rent Project For Never-Registered Properties -
Owners of properties who have failed to register shall be notified and compelled to register. Those who fail to respond to notification shall be required to attend a hearing on a complaint for non-registration filed by the agency.
- C. Mail Maximum Allowable Rents to Tenants And Owners For Controlled Units Following The Annual General Adjustment -
Complete data base projects and testing for MAR accuracy to begin mailings to properties which have not been the subject of a rent adjustment.

III. HEARINGS DEPARTMENT

DEPARTMENT DESCRIPTION

The Hearings Department is responsible for scheduling, noticing and conducting administrative hearings on petitions and complaints filed by tenants and landlords. Trained Hearing Examiners then issue decisions to all parties. The department support staff maintain case files on all petitions and complaints submitted to the Board. The Hearing Examiners prepare summaries for all cases and their disposition for entry into the electronic data system.

Hearings Department

<u>Classification</u>	<u>Authorized Positions 1984-85</u>	<u>Proposed Positions 1985-86</u>
Hearings Department Manager	1	1
Hearing Examiner	7	7
Hearing Investigator 1	1	1
Staff Assistant IV	2	2
Staff Assistant III	6	6
TOTAL	<u>17</u>	<u>17</u>

1 One Hearing Investigator position approved for 1984-85 by the Rent Control Board on 5/9/85.

SIGNIFICANT CHANGES

On February 28, 1985, the Board authorized the expansion of the Hearings Department. The Board authorized the expansion for three reasons: 1) in order to process a backlog of base rent petitions, 2) to process the more than 750 complaints for non-registration which the staff estimates will be initiated in 1985-86, and 3) in preparation for the restoration of the Board's powers to hear rent decrease and complaints for excess rent cases. Although these positions were authorized in the current budget year, the majority of the positions will not be filled until FY 85-86.

1985-86 PERFORMANCE OBJECTIVES

- A. Issuance of Decisions Within Specific Time Limits - The Hearings Department will issue decisions in all complaints and petitions filed during FY 85-86 within 65 days of filing of the petition excluding waivers and necessary continuances.
- B. Standardize Decision Formats - Develop a word processing system which would permit clerical workers to assemble non-registration decisions from decision outlines prepared by the hearing examiner from stock paragraphs.
- C. Computerized Noticing - Research, purchase or develop a computer software package which will assemble notices of petition filings, hearings, and decisions. The word processor would prepare mailing labels or envelopes, automating a time consuming manual task and reducing noticing errors.

IV. LEGAL DEPARTMENT

DEPARTMENT DESCRIPTION

The Legal Department is responsible for defending the authority of the Rent Control Board, providing legal advice to the Board and other agency departments, and preparing and presenting staff reports for public hearings conducted by the Board.

<u>Classification</u>	<u>Authorized Positions 1984-85</u>	<u>Proposed Positions 1985-86</u>
Senior Attorney ¹	1	1
Staff Attorney	6.5	6
Legal Staff Assistant	1	1
Administrative Investigator	1	0
Legal Secretary II	3	3
Legal Secretary I	1	1
TOTAL	<u>13.5</u>	<u>12</u>

¹ Reclassified to General Counsel for 1985-86

SIGNIFICANT CHANGES

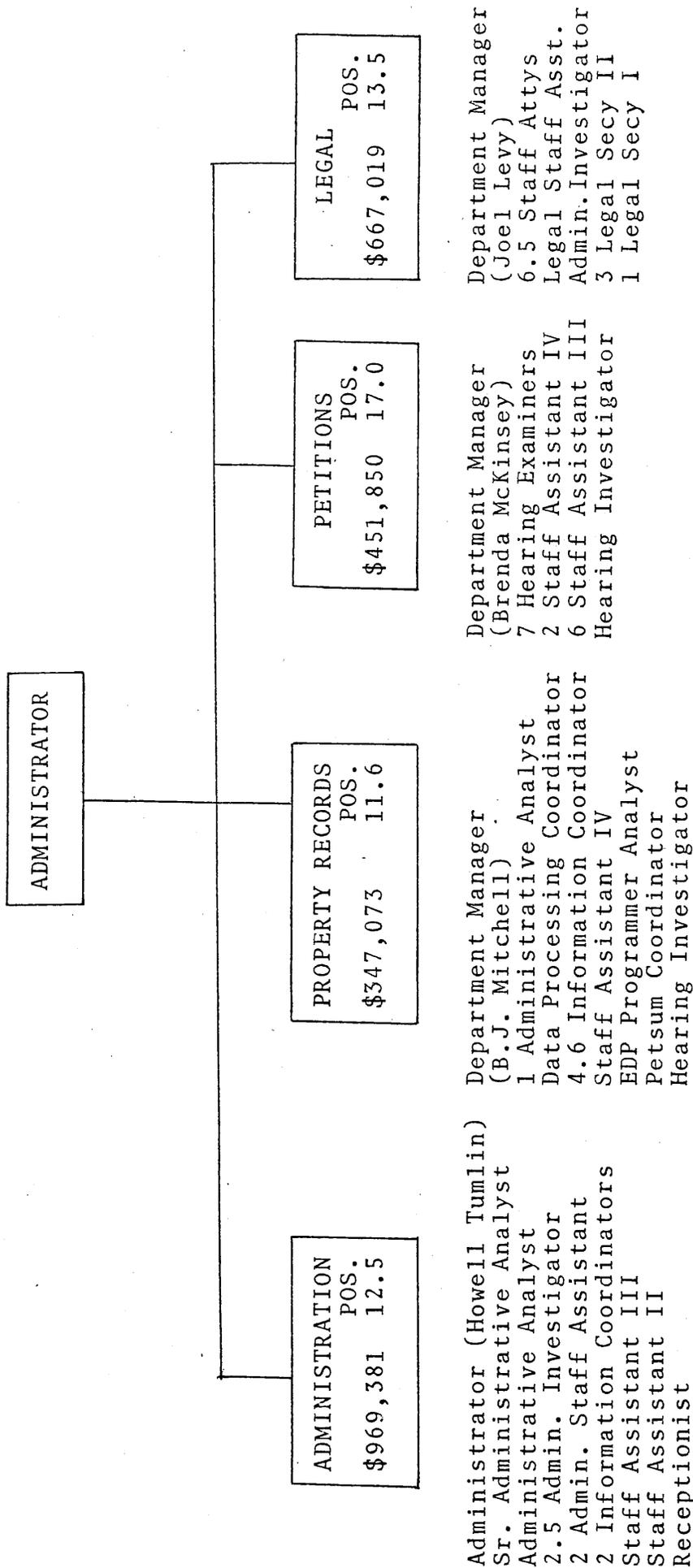
The Legal Department has been reduced this year by 1.5 positions. The tasks of the Administrative Investigator have been transferred to the Administrator's Office and the .5 full-time Staff Attorney position has been eliminated.

1985-86 PERFORMANCE OBJECTIVES

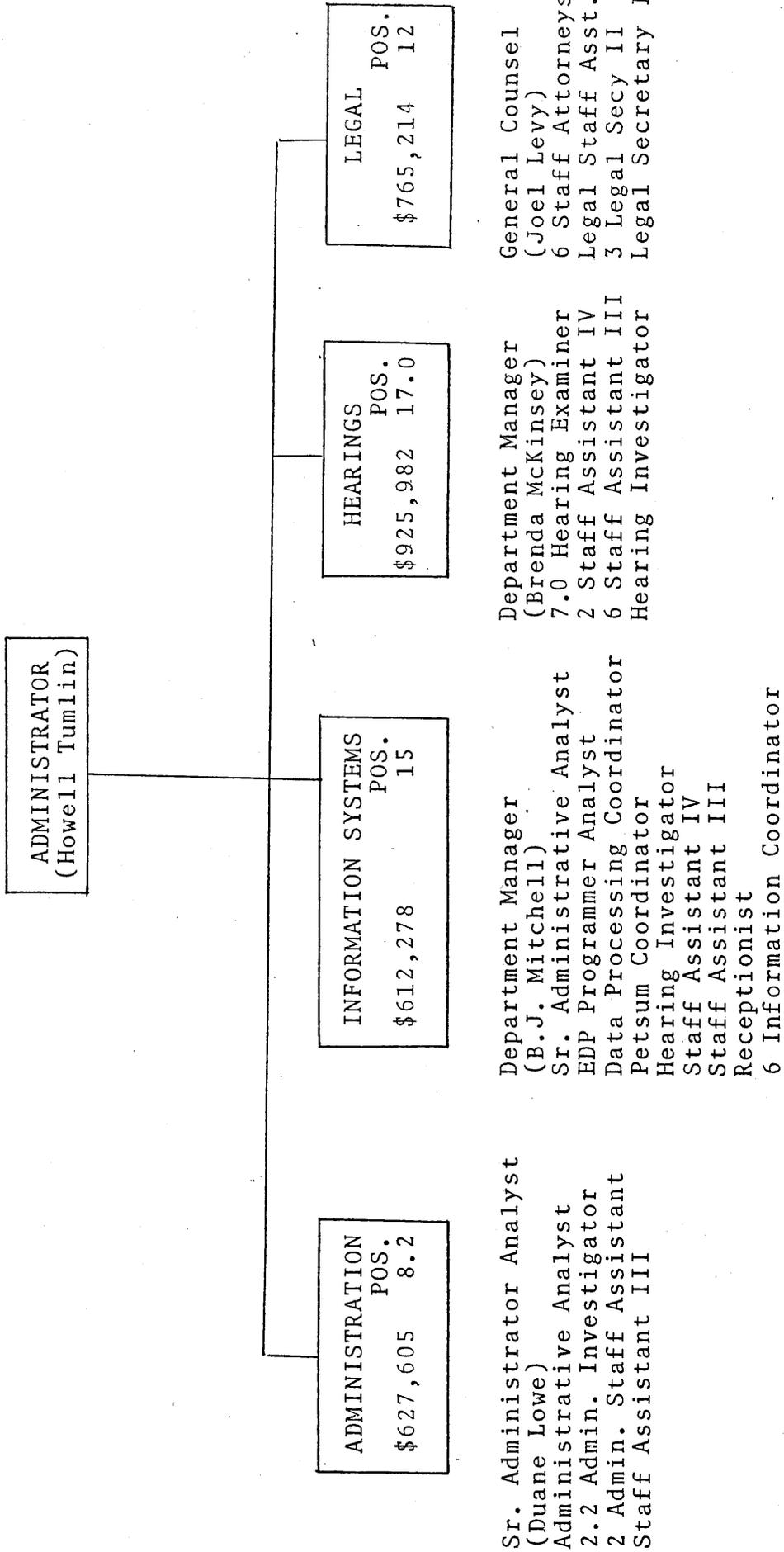
- A. Prepare a Digest of Board Decisions - The Legal Department shall prepare a digest of established Board policy and interpretations of the Charter and Board Regulations. The digest shall also summarize the substance of the decisions in litigation to which the Board has been a party.
- B. Affirmative Litigation - The Legal Department shall, where appropriate, file affirmative lawsuits against owners who attempt to collect rents in excess of the maximum allowable rent and who otherwise violate the Rent Control Law.

ORGANIZATIONAL CHARTS

RENT CONTROL ORGANIZATIONAL CHART PRIOR TO REORGANIZATION



RENT CONTROL ORGANIZATIONAL CHART SUBSEQUENT TO REORGANIZATION



AGENCY BUDGET EXPENDITURES

AGENCY BUDGET

OBJ	DESCRIPTION	FY 83-84 ACTUAL EXPENSES	FY 84-85 ADOPTED BUDGET	FY 84-85 REVISED BUDGET	FY 84-85 ESTIMATED ACTUALS	FY 85-86 PROPOSED BUDGET
100	PERMANENT EMPLOYEES	\$1,196,614	\$1,335,793	\$1,307,713	\$1,053,794	\$1,534,968
104	BOARD ALLOWANCE	\$20,511	\$20,000	\$20,000	\$18,495	\$20,000
149	OVERTIME	\$23,451	\$19,797	\$19,797	\$15,012	\$6,000
150	TEMPORARY EMPLOYEES	\$53,843	\$5,491	\$30,571	\$58,309	\$30,000
172	INS-UNEMPLOYMENT		\$2,709	\$2,709		\$6,261
173	INS-COMPENSATION	\$9,716				\$12,000
174	INS-EMPL HEALTH/DENT	\$91,149	\$113,344	\$113,344	\$96,922	\$183,150
177	RETIREMENT CONTRIB	\$195,476	\$230,507	\$230,507	\$187,255	\$267,800
	TOTAL SALARIES & WAGES	\$1,590,760	\$1,727,641	\$1,724,641	\$1,429,788	\$2,060,179
221	UTIL-TELEPHONE/TELEG	\$10,633	\$19,400	\$21,900	\$27,297	\$27,000
231	OFFICE SUPPLIES	\$34,447	\$25,297	\$24,497	\$40,626	\$40,000
232	POSTAGE	\$17,322	\$32,987	\$35,487	\$13,222	\$35,000
254	ADVERTISING	\$2,958	\$3,000	\$3,000	\$10,699	\$5,000
261	EQUIPMENT RENTAL	\$45,542	\$44,160	\$46,311	\$40,662	\$35,000
262	RENT	\$45,742	\$32,274	\$49,935	\$31,947	\$92,000
272	MILEAGE	\$3,292	\$3,000	\$3,000	\$3,114	\$2,100
282	BOARD TRAVEL & MISC			\$1,500	\$996	\$3,000
290	MEMBERSHIPS & DUES	\$1,905	\$2,200	\$2,200	\$3,101	\$4,750
302	INS-COMPREHENSIVE	\$3,688	\$3,968	\$3,968	\$2,439	\$4,000
404	BOOKS & PAMPHLETS	\$2,890	\$3,800	\$3,800	\$4,638	\$8,000
411	PRINTING	\$4,732	\$9,620	\$9,620	\$7,954	\$27,000
434	INDIRECT COSTS	\$175,000	\$262,836	\$262,836	\$196,904	\$245,330
439	OTHER COSTS	\$1,421				
501	CONTRACTUAL SERVICES					\$3,500
506	PROF SERVICES	\$100,907	\$57,272	\$63,341	\$61,257	\$113,686
511	LEGAL EXPENSE	\$109,466	\$27,500	\$66,831	\$88,147	\$76,000
521	TRAINING	\$1,949	\$5,000	\$5,000	\$4,873	\$5,000
523	ADMIN RECORDS	\$15,583		\$10,000	\$636	\$2,000
719	REPAYMENT OF LOAN	\$3,750				
724	SERVICE AGREEMENTS	\$14,832	\$17,391	\$19,031	\$22,828	\$25,425
725	PUBLIC OUTREACH	\$8,000				
	TOTAL SUPPLIES & EXP	\$604,059	\$549,705	\$632,257	\$561,338	\$753,791
803	COMPUTER SYSTEMS		\$31,274	\$62,499	\$23,967	\$70,000
808	OFFICE EQUIPMENT	\$12,636	\$9,976	\$15,926	\$11,581	\$47,110
	TOTAL CAPITAL OUTLAY	\$12,636	\$41,250	\$78,425	\$35,548	\$117,110
	TOTAL BUDGET	\$2,207,455	\$2,318,596	\$2,435,323	\$2,026,674	\$2,931,080

LINE ITEM DESCRIPTIONS

100 PERMANENT EMPLOYEES/SALARIES

Allocation: \$1,534,968 (Total Agency Positions 52.2)

Department Detail:

Administration	8.2 Positions	\$262,388
Legal	12 Positions	424,268
Hearings	17 Positions	485,068
Information Systems	<u>15</u> Positions	<u>363,244</u>
	52.7	\$1,534,968

104 COUNCIL BOARD ALLOWANCE

Allocation: \$20,000

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.

149 OVERTIME

Allocation: \$6,000

Costs attributable to attendance at Board meetings by an Administrative Staff Assistant and Administrative Investigators.

150 TEMPORARY EMPLOYEES

Allocation: \$30,000

HEARINGS: \$7,200 for two part-time student workers.

LEGAL: \$7,800 for one part-time law clerk.

INFORMATION SYSTEMS: \$15,000 to cover staffing emergencies that may result from resignations, child care leaves, or disabilities.

172 INSURANCE/UNEMPLOYMENT

Allocation: \$6,261

Computed at 0.4% of gross salaries. Gross salaries equal the sum of line items 100 and 150.

173 INSURANCE/WORKERS COMPENSATION

Allocation: \$12,000

For 1984-85, these costs were included in Indirect Costs.

174 INSURANCE/EMPLOYEE HEALTH-DENTAL

Allocation: \$183,150

The premium for FY 85-86 is calculated on a flat rate of \$3,300 per year for each full-time and part-time employee. The premium has increased 34% from the FY 84-85 premium of \$2,464.

177 RETIREMENT CONTRIBUTION

Allocation: \$267,800

The contribution for non-management Rent Control Staff will be 16.824%, up .324% over last year. The contribution for management Rent Control Staff will be 20.324%, up .324% from last year.

221 UTILITIES/TELEPHONE

Allocation: \$27,000

This estimate is based on anticipated costs related to current usage levels of the telephone system.

231 OFFICE SUPPLIES

Allocation: \$40,000

The Rent Control Board purchases its office supplies through the City's Purchasing Department. The City contracts with an office supply vendor each year.

232 POSTAGE

Allocation: \$35,000

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 indirect administrative costs. The following allocation requests are for the cost of postage for each of the indicated mailings.

Mass Mailings: \$5,000. 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.

Quarterly Newsletters: \$13,000.

Weekly Mailings of Agendas, Public Hearings, and Study Sessions: \$1,000.

Petsum Test Mailings: \$110. Five hundred test mailings of electronically generated maximum allowable rents.

Non-Registration Mailings: \$250.

General Postage: \$15,640. Covers metered postage of the Hearings and City Hall Offices.

254 ADVERTISING

Allocation: \$5,000

This allocation covers the cost of publishing public notices and other announcements as required by law. Increase due to FY 84-85 actual expenditures as indicative of level of Board activity which requires publishing of legal notices. This item also includes advertising for the agency's staff recruitment program.

261 EQUIPMENT RENTAL

Allocation: \$35,000

IBM Copier: \$26,000. Lease on IBM Series III, Model 60 copier and collator is \$1,242.00 per month which includes the first 25,000 copies. There is an additional service charge of .0102 cents per copy over 25,000 per month.

Hearings Department Alarm System: \$540. Our insurance coverage requires the installation of an alarm system at the Hearings Office. The monthly lease rate is \$45 per month.

Postage Meter: \$500. The agency rents a postage meter for the use of our Hearings Department which does not have access to the City Hall mail room.

Lexis: \$7,960. Includes monthly rental and use fee for computerized legal research system

262 RENT

Allocation: \$92,000

There is insufficient space in City Hall to house the agency's Hearings Department. In 1984-85, the Board leased a total of 2,300 square feet. Due to increases in staff, the anticipated square footage need is 6,000 square feet for FY 85-86. 4,000 square feet will be used for Hearings Department offices, and 2,000 square feet will be used to store the agency's files and records.

272 MILEAGE

Allocation: \$2,100

The Board reimburses employees who use their own automobiles in conducting agency work at the rate of 22-1/2¢ per mile, which is the same rate used by the City.

282 BOARD TRAVEL & MISCELLANEOUS EXPENSES

Allocation: \$3,000

The Board incurs these expenses to travel to Sacramento to testify on proposed state legislation that would affect the Santa Monica Rent Control Program. Additionally, nominal expenses related to conducting Board meetings are charged to this account.

290 MEMBERSHIPS AND DUES

Allocation: \$4,750

It has been the policy of the Board to pay the California State Bar dues of attorneys employed by the Board. Additionally, this allocation includes funds to allow management staff to participate in professional management organizations and associations.

302 INSURANCE

Allocation: \$4,000

General Liability: \$1,757. 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: \$380. All agency employees are covered by a \$25,000 faithful performance bond.

All Risk Personal Property Premium: \$1,863. Coverage includes fire and theft coverage for office equipment, furniture and valuable papers. It also contains a rider which covers all computer equipment owned by the agency in both locations.

404 LIBRARY MATERIALS

Allocation: \$8,000

This allocation covers updates to the Hearings Office library, purchase of books and materials on rent control and housing issues, and subscriptions to newspapers and journals.

411 PRINTING

Allocation: \$27,000

Quarterly Newsletters: \$22,500. Estimated printing costs for the quarterly newsletters. Costs are based on 45,000 newsletters per quarter at 12.4 cents per newsletter.

Charter Amendment and Regulations: \$4,500. This represents the cost of copies of the Rent Control Laws which are dispensed to the public at no cost.

434 ADMINISTRATIVE INDIRECT COSTS

Allocation: \$245,330

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 following itemization shows the sources of the charges, and the amount assessed from each source:

	<u>1984-85</u>	<u>Proposed 1985-86</u>
Audit Expenses		\$ 1,351
City Hall Maintenance	\$50,780	55,638
Public Facilities Maintenance		5,076
Electrical Facilities Maintenance		599
City Manager	7,903	
Finance-Payroll	[3,856	
	[34,584	
Finance-Accounting	[34,261	
Finance-Treasury Management	[7,235
	[588	
Finance-Treasury Receipts	[10,248	
Data Processing	45,719	52,490
Personnel-General	[23,640
	[40,209	
Personnel-Recruitment	[23,063
Purchasing	2,471	15,435
Warehouse Stores	1,568	4,535
City Clerk	2,103	
Other Operating Expense	2,158	
Workers' Compensation	11,180	
Pool Cars	1,696	
Telephone System	<u>3,848</u>	
	\$196,904	<u>\$245,330</u>

501 CONTRACTUAL SERVICES

Allocation: \$35,000

Administration: \$500 to paint the administrator's office anteroom.

Hearings: \$3,000 for custodial services at the satellite office.

Allocation: \$113,686

Court Reporter: \$9,000. The agency contracts with a court reporter to take down the proceedings of each Board meeting. 1985-86 costs reflect actual experience the current fiscal year.

Police: \$5,000. This allocation reimburses the City for the cost of having a police officer serve as sergeant at arms at regular Board meetings.

Arbitrator: \$6,000. Under the terms of our MOU, the agency pays one-half of the arbitrator's fee in cases of binding arbitration.

Contract for Category C Rehabilitation Appraisals: \$11,000. The Board has contracted with a real estate appraiser in connection with Category C removal permits. The average appraisal is \$1,000 and eleven (11) applications are estimated for FY 85-86.

Research Projects: \$20,000. Fund for research projects to be identified by the Board during the budget year.

Temporary Legal Secretarial Services: \$2,686. This allocation provides for twenty days of temporary legal secretarial services for the Legal Department for the entire budget year.

Lobbyist: \$35,000. For a lobbyist to represent the Rent Control Board's interests in the state legislature.

Contract Assistance to Supervisor of Hearings Department: \$25,000. This allocation will provide assistance to the hearings department manager in reviewing the estimated 750 decisions on complaints for non-registration filed by the agency.

511 LEGAL EXPENSE

Allocation: \$76,000

Costs related to employment of outside counsel, messenger service, shorthand reporter, court costs, settlements, and miscellaneous costs.

The estimated amount of legal expense is as follows:

Appellate Transcripts	\$10,000
Messengers	7,000
Litigation Settlements	10,000
Discovery, Expert Witnesses	12,000
Shorthand Reporter Fees	12,000
Consultants	7,000
Atty. Fees & Costs Assessed	<u>18,000</u>
	\$79,000

521 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.

523 ADMINISTRATIVE RECORDS

Allocation: \$2,000

Cost related to reproduction of administrative records related to rent control hearings and litigation. The agency is reimbursed for these expenses by the party requesting the administrative record.

724 SERVICE AGREEMENTS

Allocation: \$25,425

1. Wang Word Processing Service Agreement	\$19,000
2. Pitney Bowes Postage Meter	250
3. Dictaphone	1,950
4. Alarm System (City Hall & Hearings Office)	725
5. IBM Copier & Collator (Hearings Office)	<u>3,500</u>
	\$25,425

803 COMPUTER SYSTEMS

Allocation: \$70,000

Administration: \$19,350

\$12,000 6 Hewlett Packard 110 portable electronic communication terminals to implement an electronic mail system which will enable the commissioners and the administrator to communicate with each other directly or to leave messages.

\$ 6,200 1 Wang PM-004-B word processor terminal for use by the Board Secretary.

\$ 1,000 1 upgrade for the Hewlett Packard 150 micro-computer.

\$ 150 1 Dictaphone.

Hearings: \$40,350

\$37,200 6 Wang PM-004-B word processor terminals for additional Hearings Department staff.

\$ 2,000 1 Word Plus II Wang word processor software, including capability to check spelling.

\$ 1,150 1 Hewlett Packard 2392A electronic communication terminal to communicate with Rent Control Board Commissioners, the Rent Control Board Administrator, other key agency personnel, and City Department Heads.

Information Systems: \$2,950

\$ 1,800 1 Hewlett Packard 2392 computer terminal with RS 232 Interface and Thinkjet Printer for use by the EDP Programmer Analyst.

\$ 1,150 1 Hewlett Packard 2392A electronic communication terminal to communicate with Rent Control Board Commissioners, the Rent Control Board Administrator, other key agency personnel, and City Department Heads.

Legal: \$7,350

\$ 6,200 1 Wang PM-004-B word processor terminal for use by staff attorneys.

\$ 1,150 Hewlett Packard 2392A electronic communication terminal to communicate with Rent Control Board Commissioners, the Rent Control Board Administrator, other key agency personnel, and City Department Heads.

808 OFFICE EQUIPMENT

Allocation: \$47,110

(1) Administration: \$8,775

2 side chairs -\$410.

2 bookcases - \$235.

1 portable typing table - \$130.

An allocated portion of the new telephone system in the City Hall offices - \$8,000.

(2) Hearings: \$16,345

3 tape recorders - \$390.

4 calculators - \$240.

4 Dictaphones - \$600.

4 transcribers - \$600.

4 secretary desks - \$2,600.

4 secretary chairs - \$720.

4 file cabinets - \$1,360.

4 Hearing Examiner desks - \$1,140.

4 Hearing Examiner chairs - \$920.

This equipment is needed for the additional Hearings Department staff.

IBM Series III copier and collator payment. This represents principal and interest for the third year of the five year purchase plan for the photocopying equipment in the department - \$7,775.

(3) Information Systems: \$11,500

1 storage cabinet - \$500.

An allocated portion of the new telephone system in the City
Hall offices - \$11,000.

(4) Legal: \$10,490

1 file cabinet - \$500.

1 7-shelf bookcase - \$500.

2 typist chairs - \$360.

1 terminal table - \$130.

An allocated portion of the new telephone system in the City
Hall offices - \$9,000.

BUDGET EXPENDITURE BY DEPARTMENT

ADMINISTRATION DEPARTMENT

OBJ	DESCRIPTION	FY 83-84 ACTUAL EXPENSES	FY 84-85 ADOPTED BUDGET	FY 84-85 REVISED BUDGET	FY 84-85 ESTIMATED ACTUALS	FY 85-86 PROPOSED BUDGET
100	PERMANENT EMPLOYEES	\$172,135	\$340,266	\$340,266	\$226,773	\$262,388
104	BOARD ALLOWANCE	\$20,511	\$20,000	\$20,000	\$18,495	\$20,000
149	OVERTIME	\$7,022	\$8,291	\$8,291	\$6,096	\$6,000
150	TEMPORARY EMPLOYEES	\$198				
172	INS-UNEMPLOYMENT		\$697	\$697		\$1,050
173	INS-COMPENSATION	\$9,716				\$3,000
174	INS-EMPL HEALTH/DENT	\$91,149	\$32,032	\$32,032	\$23,979	\$29,700
177	RETIREMENT CONTRIB	\$195,476	\$59,362	\$59,362	\$55,081	\$50,974
	TOTAL SALARIES & WAGES	\$496,207	\$460,648	\$460,648	\$330,424	\$373,112
221	UTIL-TELEPHONE/TELEG	\$8,601	\$14,400	\$14,400	\$27,297	\$5,000
231	OFFICE SUPPLIES	\$20,584	\$9,039	\$7,939	\$26,443	\$8,000
232	POSTAGE	\$13,622	\$27,955	\$27,955	\$11,223	\$25,000
254	ADVERTISING	\$2,958	\$3,000	\$3,000	\$10,699	\$5,000
261	EQUIPMENT RENTAL	\$45,542	\$44,160	\$46,311	\$40,662	\$9,250
262	RENT					
272	MILEAGE	\$1,225	\$2,520	\$2,520	\$1,160	\$1,000
282	BOARD TRAVEL & MISC			\$1,500	\$996	\$3,000
290	MEMBERSHIPS & DUES	\$1,905	\$2,200	\$2,200	\$3,101	\$350
302	INS-COMPREHENSIVE	\$3,688	\$3,968	\$3,968	\$2,439	\$4,000
404	BOOKS & PAMPHLETS	\$2,890	\$3,800	\$3,800	\$4,638	\$1,000
411	PRINTING	\$4,732	\$9,620	\$9,620	\$7,954	\$27,000
434	INDIRECT COSTS	\$175,000	\$262,836	\$262,836	\$197,441	\$61,332
439	OTHER COSTS	\$1,421				
501	CONTRACTUAL SERVICES					\$500
506	PROF SERVICES	\$100,262	\$57,272	\$63,341	\$61,257	\$66,686
511	LEGAL EXPENSE					
521	TRAINING	\$1,949	\$5,000	\$5,000	\$4,873	\$1,250
523	ADMIN RECORDS	\$15,583		\$10,000	\$636	\$2,000
719	REPAYMENT OF LOAN	\$3,750				
724	SERVICE AGREEMENTS	\$14,832	\$17,391	\$19,031	\$22,826	\$6,000
725	PUBLIC OUTREACH	\$8,000				
	TOTAL SUPPLIES & EXP	\$426,744	\$463,161	\$483,421	\$423,645	\$226,368
803	COMPUTER SYSTEMS	\$5,430	\$21,837	\$25,312	\$19,922	\$19,350
808	OFFICE EQUIPMENT					\$8,775
	TOTAL CAPITAL OUTLAY	\$5,430	\$21,837	\$25,312	\$19,922	\$28,125
	TOTAL BUDGET	\$928,381	\$945,646	\$969,381	\$773,990	\$627,605

INFORMATION SYSTEMS DEPARTMENT

OBJ	DESCRIPTION	FY 83-84 ACTUAL EXPENSES	FY 84-85 ADOPTED BUDGET	FY 84-85 REVISED BUDGET	FY 84-85 ESTIMATED ACTUALS	FY 85-86 PROPOSED BUDGET
100	PERMANENT EMPLOYEES	\$235,980	\$266,553	\$266,553	\$226,371	\$363,244
104	BOARD ALLOWANCE					
149	OVERTIME	\$1,679			\$5,741	
150	TEMPORARY EMPLOYEES	\$5,764			\$5,332	\$15,000
172	INS-UNEMPLOYMENT		\$533	\$533		\$1,513
173	INS-COMPENSATION					\$3,000
174	INS-EMPL HEALTH/DENT		\$27,104	\$27,104	\$22,288	\$49,500
177	RETIREMENT CONTRIB		\$45,675	\$45,675	\$28,498	\$62,538
	TOTAL SALARIES & WAGES	\$243,423	\$339,865	\$339,865	\$288,231	\$494,795
221	UTIL-TELEPHONE/TELEG					\$8,000
231	OFFICE SUPPLIES	\$1,085	\$4,358	\$4,358	\$1,054	\$11,000
232	POSTAGE					\$2,500
254	ADVERTISING					
261	EQUIPMENT RENTAL					\$8,750
262	RENT					
272	MILEAGE					\$100
282	BOARD TRAVEL & MISC					
290	MEMBERSHIPS & DUES					\$600
302	INS-COMPREHENSIVE					
404	BOOKS & PAMPHLETS					\$1,000
411	PRINTING					
434	INDIRECT COSTS					\$61,333
439	OTHER COSTS					
501	CONTRACTUAL SERVICES					
506	PROF SERVICES					\$3,500
511	LEGAL EXPENSE					
521	TRAINING					\$1,250
523	ADMIN RECORDS					
719	REPAYMENT OF LOAN					
724	SERVICE AGREEMENTS					\$5,000
725	PUBLIC OUTREACH					
	TOTAL SUPPLIES & EXP	\$1,085	\$4,358	\$4,358	\$1,054	\$103,033
803	COMPUTER SYSTEMS					\$2,950
808	OFFICE EQUIPMENT	\$1,645	\$1,650	\$2,850	\$2,823	\$11,500
	TOTAL CAPITAL OUTLAY	\$1,645	\$1,650	\$2,850	\$2,823	\$14,450
	TOTAL BUDGET	\$246,153	\$345,873	\$347,073	\$292,108	\$612,278

HEARINGS DEPARTMENT

OBJ	DESCRIPTION	FY 83-84 ACTUAL EXPENSES	FY 84-85 ADOPTED BUDGET	FY 84-85 REVISED BUDGET	FY 84-85 ESTIMATED ACTUALS	FY 85-86 PROPOSED BUDGET
100	PERMANENT EMPLOYEES	\$323,527	\$256,336	\$253,336	\$272,469	\$485,068
104	BOARD ALLOWANCE					
149	OVERTIME	\$3,844	\$5,354	\$5,354	\$944	
150	TEMPORARY EMPLOYEES	\$43,043	\$5,491	\$5,491	\$13,738	\$7,200
172	INS-UNEMPLOYMENT		\$522	\$522		\$1,969
173	INS-COMPENSATION					\$3,000
174	INS-EMPL HEALTH/DENT		\$19,712	\$19,712	\$24,918	\$62,700
177	RETIREMENT CONTRIB		\$44,775	\$44,775	\$43,414	\$82,343
	TOTAL SALARIES & WAGES	\$370,414	\$332,190	\$329,190	\$355,483	\$642,280
221	UTIL-TELEPHONE/TELEG	\$2,032	\$5,000	\$7,500		\$9,000
231	OFFICE SUPPLIES	\$5,900	\$3,000	\$7,500	\$8,708	\$13,000
232	POSTAGE	\$3,500	\$5,032	\$7,532	\$2,000	\$5,000
254	ADVERTISING					
261	EQUIPMENT RENTAL					\$1,000
262	RENT	\$45,742	\$32,274	\$49,935	\$31,947	\$92,000
272	MILEAGE	\$2,067	\$480	\$480	\$1,954	\$500
282	BOARD TRAVEL & MISC					
290	MEMBERSHIPS & DUES					\$2,000
302	INS-COMPREHENSIVE					
404	BOOKS & PAMPHLETS					\$1,000
411	PRINTED FORMS					
434	INDIRECT COSTS					\$61,332
439	OTHER COSTS					
501	CONTRACTUAL SERVICES					\$3,000
506	PROF SERVICES					\$28,500
511	LEGAL EXPENSE					
521	TRAINING					\$1,250
523	ADMIN RECORDS					
719	REPAYMENT OF LOAN					
724	SERVICE AGREEMENTS					\$9,425
725	PUBLIC OUTREACH					
	TOTAL SUPPLIES & EXP	\$59,241	\$45,786	\$72,947	\$44,609	\$227,007
803	COMPUTER SYSTEMS		\$9,437	\$37,167	\$4,046	\$40,350
808	OFFICE EQUIPMENT	\$4,573	\$7,776	\$12,526	\$8,086	\$16,345
	TOTAL CAPITAL OUTLAY	\$4,573	\$17,213	\$49,713	\$12,132	\$56,695
	TOTAL BUDGET	\$434,228	\$395,189	\$451,850	\$412,224	\$925,982

LEGAL DEPARTMENT

OBJ	DESCRIPTION	FY 83-84 ACTUAL EXPENSES	FY 84-85 ADOPTED BUDGET	FY 84-85 REVISED BUDGET	FY 84-85 ESTIMATED ACTUALS	FY 85-86 PROPOSED BUDGET
100	PERMANENT EMPLOYEES	\$424,610	\$472,636	\$447,558	\$328,181	\$424,268
104	BOARD ALLOWANCE					
149	OVERTIME	\$10,409	\$6,152	\$6,152	\$2,231	
150	TEMPORARY EMPLOYEES	\$4,838		\$25,080	\$39,240	\$7,800
172	INS-UNEMPLOYMENT		\$957	\$957		\$1,728
173	INS-COMPENSATION					\$3,000
174	INS-EMPL HEALTH/DENT		\$34,496	\$34,496	\$25,738	\$41,250
177	RETIREMENT CONTRIB		\$80,695	\$80,695	\$60,261	\$71,945
	TOTAL SALARIES & WAGES	\$439,857	\$594,938	\$594,938	\$455,650	\$549,991
221	UTIL-TELEPHONE/TELEG					\$5,000
231	OFFICE SUPPLIES	\$6,459	\$8,900	\$4,700	\$4,420	\$8,000
232	POSTAGE					\$2,500
254	ADVERTISING					
261	EQUIPMENT RENTAL					\$16,000
262	RENT					
272	MILEAGE					\$500
282	BOARD TRAVEL & MISC					
290	MEMBERSHIPS & DUES					\$1,800
302	INS-COMPREHENSIVE					
404	BOOKS & PAMPHLETS					\$5,000
411	PRINTED FORMS					
434	INDIRECT COSTS					\$61,333
439	OTHER COSTS					
501	CONTRACTUAL SERVICES					
506	PROF SERVICES					\$15,000
511	LEGAL EXPENSE	\$109,466	\$27,500	\$66,831	\$88,147	\$76,000
521	TRAINING					\$1,250
523	ADMIN RECORDS					
719	REPAYMENT OF LOAN					
724	SERVICE AGREEMENTS					\$5,000
725	PUBLIC OUTREACH					
	TOTAL SUPPLIES & EXP	\$115,925	\$36,400	\$71,531	\$92,568	\$197,383
803	COMPUTER SYSTEMS					\$7,350
808	OFFICE EQUIPMENT	\$988	\$550	\$550	\$672	\$10,490
	TOTAL CAPITAL OUTLAY	\$988	\$550	\$550	\$672	\$17,840
	TOTAL BUDGET	\$556,770	\$631,888	\$667,019	\$548,889	\$765,214

EXPENDITURE COMPARISON BY FUND

1985-86 EXPENDITURE COMPARISON BY FUND

RENT CONTROL AGENCY		FUND 29				JUNE 18, 1985	
	FY 83-84	FY 84-85	FY 84-85	FY 85-86	VARIANCE		
	ACTUAL	REVISED	ESTIMATED	PROPOSED	DOLLARS	%	
	EXPENSES	BUDGET	ACTUALS	BUDGET			
MAJOR ACCOUNT GROUP							
SALARIES & WAGES	\$1,590,760	\$1,724,641	\$1,429,788	\$2,060,179	\$630,391	44.1%	
SUPPLIES & EXPENSES	\$604,059	\$632,257	\$561,338	\$753,791	\$192,453	34.3%	
CAPITAL OUTLAY	\$12,636	\$78,425	\$35,548	\$117,110	\$81,562	229.4%	
FUND TOTAL	\$2,207,455	\$2,435,323	\$2,026,674	\$2,931,080	\$904,406	44.6%	
DEPARTMENTS							
ADMINISTRATION	\$928,381	\$969,381	\$773,990	\$627,605	(\$148,385)	-18.9%	
LEGAL	\$556,770	\$667,019	\$548,889	\$765,214	\$216,325	39.4%	
HEARINGS	\$434,228	\$451,850	\$412,224	\$925,982	\$513,758	124.6%	
INFORMATION SYSTEMS	\$246,153	\$347,073	\$291,108	\$612,278	\$321,170	110.3%	
DATA PROCESSING	\$41,923						
FUND TOTAL	\$2,207,455	\$2,435,323	\$2,026,211	\$2,931,080	\$904,869	44.7%	

EXPENDITURE COMPARISON BY DEPARTMENT

1985-86 EXPENDITURE COMPARISON BY DEPARTMENT

RENT CONTROL AGENCY	ADMINISTRATION DEPARTMENT				JUNE 20, 1985	
	FY 83-84	FY 84-85	FY 84-85	FY 85-86	VARIANCE	
	ACTUAL	REVISED	ESTIMATED	PROPOSED	DOLLARS	%
	EXPENSES	BUDGET	ACTUALS	BUDGET		
 MAJOR ACCOUNT GROUP						
SALARIES & WAGES	\$486,207	\$460,648	\$330,424	\$373,112	\$42,688	12.9
SUPPLIES & EXPENSES	\$426,744	\$483,421	\$423,645	\$226,368	(\$197,277)	-46.6
CAPITAL OUTLAY	\$5,430	\$25,312	\$19,922	\$26,125	\$8,203	41.2
DEPARTMENT TOTAL	\$928,381	\$969,381	\$773,990	\$627,605	(\$146,386)	-18.9

1985-86 EXPENDITURE COMPARISON BY DEPARTMENT

RENT CONTROL AGENCY

INFORMATION SYSTEMS DEPARTMENT

MAY 13, 1985

	FY 83-84 ACTUAL EXPENSES	FY 84-85 REVISED BUDGET	FY 84-85 ESTIMATED ACTUALS	FY 85-86 PROPOSED BUDGET	VARIANCE	
					DOLLARS	%
MAJOR ACCOUNT GROUP						
SALARIES & WAGES	\$243,423	\$339,865	\$288,231	\$494,795	\$206,564	71.7%
SUPPLIES & EXPENSES	\$1,085	\$4,358	\$1,054	\$103,033	\$101,979	9671.7%
CAPITAL OUTLAY	\$1,645	\$2,850	\$2,823	\$14,450	\$11,627	411.8%
DEPARTMENT TOTAL	\$246,153	\$347,073	\$292,108	\$612,278	\$320,170	109.6%

1985-86 EXPENDITURE COMPARISON BY DEPARTMENT

RENT CONTROL AGENCY	HEARINGS DEPARTMENT				MAY 13, 1985	
	FY 83-84 ACTUAL EXPENSES	FY 84-85 REVISED BUDGET	FY 84-85 ESTIMATED ACTUALS	FY 85-86 PROPOSED BUDGET	VARIANCE DOLLARS	%
MAJOR ACCOUNT GROUP						
SALARIES & WAGES	\$370,414	\$329,190	\$355,483	\$642,280	\$266,797	80.7%
SUPPLIES & EXPENSES	\$59,241	\$72,947	\$44,609	\$227,007	\$182,398	408.9%
CAPITAL OUTLAY	\$4,573	\$49,713	\$12,132	\$56,695	\$44,563	357.3%
DEPARTMENT TOTAL	\$434,228	\$451,850	\$412,224	\$925,982	\$513,758	124.6%

1985-86 EXPENDITURE COMPARISON BY DEPARTMENT

RENT CONTROL AGENCY

LEGAL DEPARTMENT

JUNE 20, 1985

	FY 83-84 ACTUAL EXPENSES	FY 84-85 REVISED BUDGET	FY 84-85 ESTIMATED ACTUALS	FY 85-86 PROPOSED BUDGET	VARIANCE	
MAJOR ACCOUNT GROUP					DOLLARS	%
SALARIES & WAGES	\$439,857	\$594,938	\$455,650	\$549,991	\$94,341	20.7%
SUPPLIES & EXPENSES	\$115,925	\$71,531	\$92,568	\$197,383	\$104,815	113.2%
CAPITAL OUTLAY	\$988	\$550	\$672	\$17,840	\$17,168	2555.4%
DEPARTMENT TOTAL	\$556,770	\$667,019	\$548,889	\$765,214	\$216,325	39.4%

SALARY TABLES

ADMINISTRATION DEPARTMENT

SALARY TABLE

8.2 POSITIONS

1. Administrator	\$52,848
2. Senior Administrative Analyst	\$34,224
3. Administrative Analyst	\$30,360
4. Administrative Investigator	\$30,396
5. Administrative Investigator (3/5 time)	\$18,238
6. Administrative Investigator (3/5 time)	\$18,238
7. Administrative Staff Assistant	\$27,888
8. Administrative Staff Assistant	\$27,888
9. Staff Assistant III	\$22,308

INFORMATION SYSTEMS

SALARY TABLE

15 POSITIONS

1. Department Manager	\$40,728
2. Senior Administrative Analyst	\$29,088
3. Data Processing Coordinator	\$26,424
4. Hearing Investigator	\$27,576
5. Senior Information Coordinator	\$23,902
6. Information Coordinator	\$22,764
7. Information Coordinator	\$21,276
8. Information Coordinator	\$19,884
9. Information Coordinator	\$19,884
10. Information Coordinator	\$18,576
11. EDP Programmer Analyst	\$33,636
12. Petsum Coordinator	\$22,308
13. Staff Assistant IV	\$20,820
14. Staff Assistant III	\$17,274
15. Receptionist	\$19,104

HEARINGS DEPARTMENT

SALARY TABLE

17 POSITIONS

1. Department Manager	\$48,396
2. Hearing Examiner	\$43,752
3. Hearing Examiner	\$43,752
4. Hearing Examiner	\$43,752
5. Hearing Examiner	\$31,164
6. Hearing Examiner	\$31,164
7. Hearing Examiner	\$31,164
8. Hearing Examiner	\$31,164
9. Hearing Investigator	\$27,576
10. Staff Assistant III	\$21,876
11. Staff Assistant III	\$19,104
12. Staff Assistant III	\$17,274
13. Staff Assistant III	\$17,274
14. Staff Assistant III	\$17,274
15. Staff Assistant III (1/2 time)	\$13,126
16. Staff Assistant III (1/2 time)	\$10,218
17. Staff Assistant IV	\$19,452
18. Staff Assistant IV	\$17,586

LEGAL DEPARTMENT

SALARY TABLE

12 POSITIONS

1. Department Manager	\$54,000
2. Staff Attorney	\$42,276
3. Staff Attorney	\$42,276
4. Staff Attorney	\$42,276
5. Staff Attorney	\$42,276
6. Staff Attorney	\$42,276
7. Staff Attorney (1/2 time)	\$21,138
8. Staff Attorney (1/2 time)	\$13,494
9. Legal Staff Assistant	\$23,088
10. Legal Secretary II	\$22,308
11. Legal Secretary II	\$27,336
12. Legal Secretary II	\$21,582
13. Legal Secretary I	\$21,804

