

SANTA MONICA RENT CONTROL BUDGET

PROPOSED 1986-87 OPERATING BUDGET

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EXECUTIVE SUMMARY

INTRODUCTION

The proposed 1986-87 Rent Control operating budget includes planned expenditures of \$2,746,895. This represents an 8.9% reduction from the revised 1985-86 operating budget. The 1986-87 budget provides ^{for} funding ⁶ 45.4 permanent positions, which is ⁷ 3.8 fewer positions than authorized in the 1985-86 revised budget.

Much of the agency's other resources have been focused on successfully meeting legal challenges to the Rent Control Law. Today, the agency is devoting a greater share of its resources to improving its public services, developing new programs, refining existing systems, and automating the information resources of the agency.

1986-87 GOALS

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The agency's goals for 1986-87 are to improve existing services and implement several new programs. New programs will include a system to monitor and enforce the Ellis tenant protections, an Inclusionary Housing Incentive Program, revisions to the Interior Replacement Program, and new procedures to implement recently adopted rent decrease regulations, which resulted from the Board's victory in the Sterling v. Santa Monica Rent Control Board case. Existing programs will be refined and improved, including affirmative litigation efforts, hearing examiner training, supervisor training, and production of a Procedures and Training Manual. There will also be improvement in present compliance investigations procedures, and a study of

the present rate of rental housing maintenance in Santa Monica. The agency will continue to upgrade its level of service to the public by automating the system used to determine maximum allowable rents and to ~~notice~~ ^{inform} parties to administrative hearings.

STAFFING

The 1986-87 proposed budget provides funding for ⁶45.4 permanent positions, which is ⁷8.8 fewer positions than authorized by the Board for 1985-86. The Board added two new positions in 1985-86: a Senior Administrative Analyst (Labor Relations Manager) and one additional Administrative Analyst (Data Base Manager). The personnel cost of the ⁶45.4 permanent positions is \$1,447,945 for salaries and \$35⁵4,730 for fringe benefits.

Chart I presents a graphic representation of the agency staffing levels since 1979. Chart II shows the proposed permanent staffing for 1986-87 by civil service classification, and Chart III shows current and proposed permanent staffing by department.

As Chart IV demonstrates, the personnel costs are the largest component (67.5%) of the agency's budget. Chart V illustrates the components of staffing costs.

REVENUE

The Board has largely adhered to a policy of funding its operations with current year revenues. Any budget savings from prior years were held in a reserve account for emergencies. Over the years the sum of budgetary savings has grown such that staff

estimates that the funds will amount to \$735,000 at the end of the current fiscal year.

Staff therefore recommends that the \$393,895 of savings from prior years be used to fund the 1986-87 operating budget.

By using reserves, staff proposes to reduce the 1986-87 registration fees from \$7.00 per month (\$84.00 per year) to \$6.00 per month (\$72.00 per year). This reduction of \$12. per unit per year amounts to a revenue reduction of \$384,000., assuming that there are 32,000 rent controlled units in the city and 100% of them will pay the registration fee. The following chart shows the sources of revenue which will be used to fund the 1986-87 Rent Control Program.

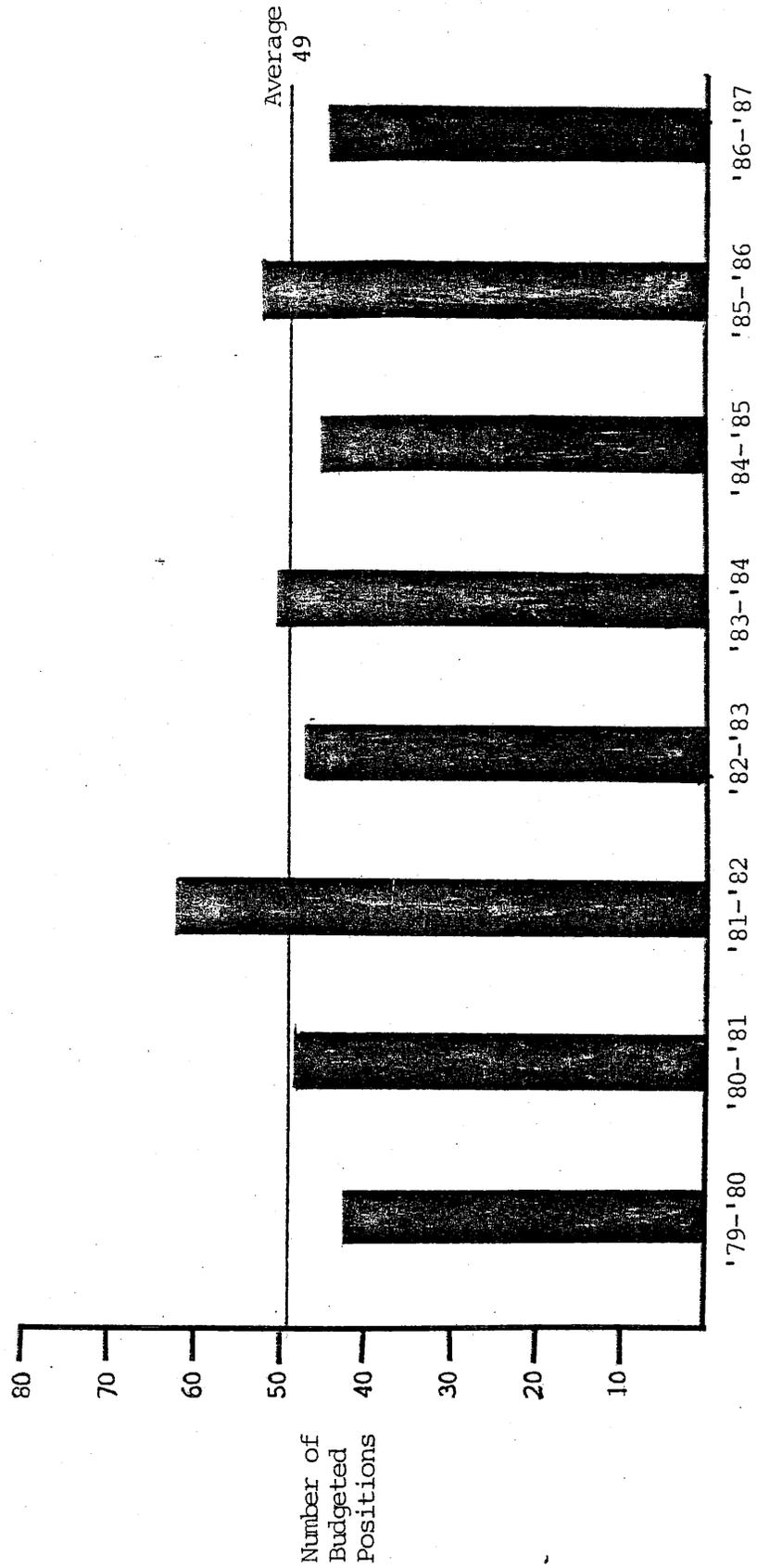
SOURCES OF REVENUE

Registration Fees	2,304,000
Interest Earnings	105,000
Administrative Record Fees	4,000
Refunded Registration Fees	-60,000
Other Funds (Savings from Prior Years)	<u>393,895</u>
TOTAL	\$2,746,895

CHART I

NUMBER OF BUDGETED POSITIONS

1979 to 1986-87



28-May-86

CHART II

PERMANENT STAFFING
UNDER PROPOSED BUDGET

Agency Total

Classification	Authorized 1985-86	Mid-Year Changes 1985-86	Positions Occup'd. 5/9/86	Proposed Positions 1986-87
Administrator	1.0	1.0	1.0	1.0
General Counsel	1.0	1.0	1.0	1.0
Hearings Dept. Mgr.	1.0	1.0	1.0	1.0
Info. Systems Mgr.	1.0	1.0	1.0	1.0
Staff Atty.	6.0	6.0	4.0	5.0
Hearing Examiner	7.0	7.0	3.0	3.0
Sr. Admin. Analyst	2.0	3.0	3.0	3.0
Admin. Analyst	1.0	4.2	2.8	4.4
Admin. Staff Asst.	2.0	2.0	2.0	2.0
Admin. Investigator	2.2	0.0	0.0	0.0
Hrng. Investigator	2.0	2.0	2.0	2.0
Data Processing Coord.	1.0	1.0	1.0	1.0
Petsum Coordinator	1.0	1.0	1.0	1.0
EDP Programmer Analyst	1.0	1.0	1.0	1.0
Legal Staff Assist.	1.0	1.0	1.0	1.0
Legal Secretary II	3.0	3.0	2.0	3.0
Legal Secretary I	1.0	1.0	1.0	0.0
Info. Coordinator	5.0	5.0	6.0	7.0 6.0
Senior Info. Coordinator	1.0	1.0	0.0	0.0
Staff Assistant IV	3.0	3.0	2.0	3.0
Staff Assistant III	8.0	8.0	3.5	5.0
Receptionist	1.0	1.0	1.0	1.0
TOTAL	52.2	54.2	40.3	45.4 6

28-May-86

Chart III
LABOR SUMMARY ¹

DEPARTMENT	AUTHORIZED 1985-86	MID-YEAR CHANGES	POSITIONS OCCUPIED 5/9/86	PROPOSED POSITIONS 1986-87
Administration	8.2	8.2	7.3	8.4
Hearings	17.0	17.0	9.5	10.0
Info Sys.	15.0	17.0	15.5	17.0
Legal	12.0	12.0	9.0	10.0
TOTAL	52.2	54.2	41.3	45.4

NOTE:

1. All amounts represent full-time equivalent positions.

CHART IV

EXPENDITURE SUMMARY

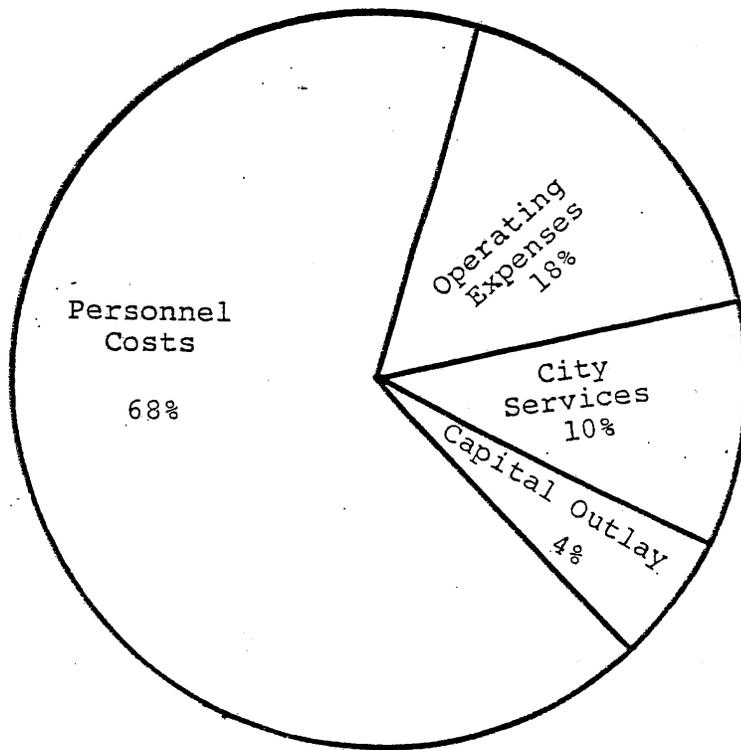
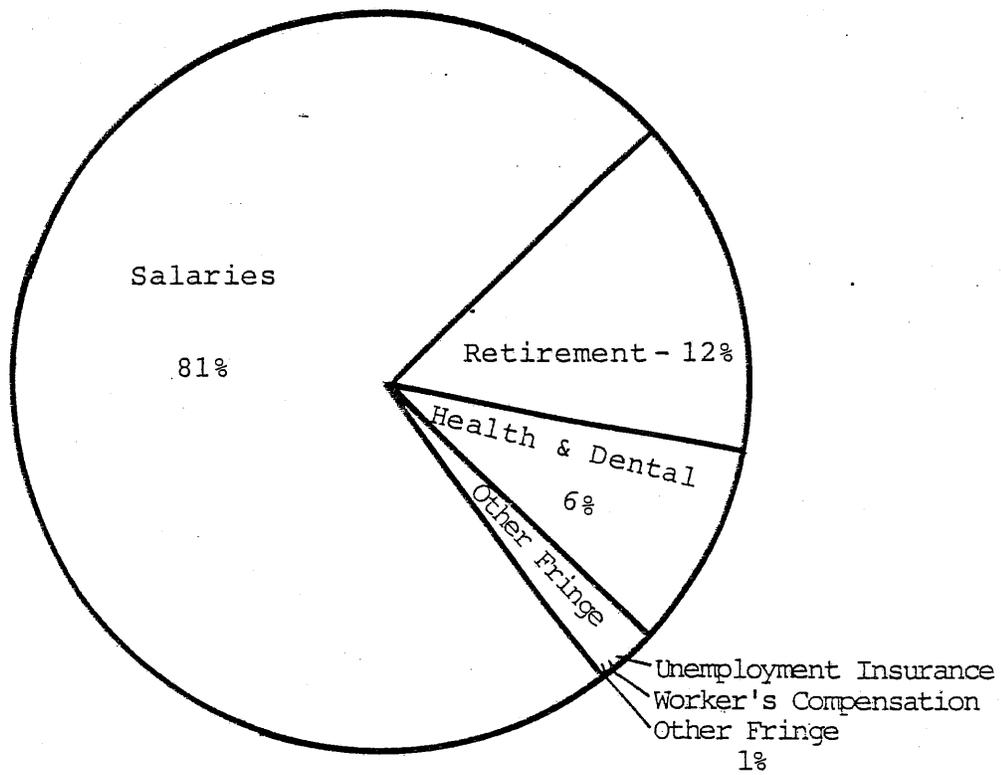


CHART V

PERSONNEL COSTS BREAKDOWN



1986-87 AGENCY BUDGET

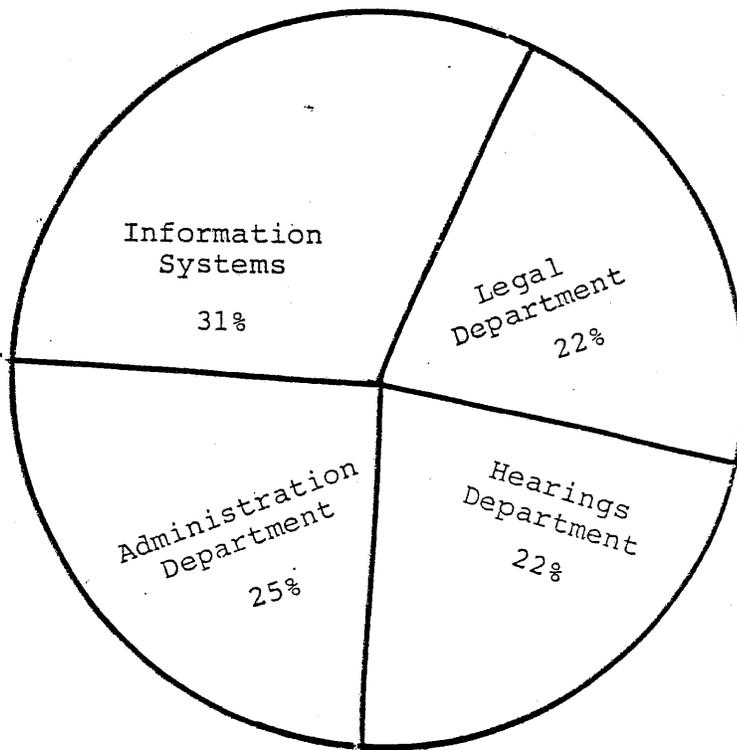
28-May-86

AGENCY BUDGET

OBJ	DESCRIPTION	FY 84-85 ACTUAL EXPENSES	FY 85-86 ADOPTED BUDGET	FY 85-86 REVISED BUDGET	FY 85-86 ESTIMATED ACTUALS	FY 86-87 PROPOSED BUDGET
100	PERMANENT EMPLOYEES	\$1,083,240	\$1,534,968	\$1,534,968	\$1,207,163	\$1,447,945
104	BOARD ALLOWANCE	\$20,475	\$20,000	\$20,000	\$16,367	\$17,625
149	OVERTIME	\$15,917	\$6,000	\$6,000	\$16,211	\$20,483
150	AS-NEEDED EMPLOYEES	\$65,177	\$30,000	\$30,000	\$153,808	\$22,578
172	INS-UNEMPLOYMENT		\$6,260	\$6,260		\$5,882
173	INS-COMPENSATION		\$12,000	\$12,000		\$4,300
174	INS-EMPL HEALTH/DENT	\$97,786	\$183,150	\$183,150	\$96,766	\$118,080
177	RETIREMENT CONTRIB	\$191,378	\$267,800	\$267,800	\$209,134	\$226,468
197	OTHER FRINGE BENEFITS					\$1,000
	TOTAL SALARIES & WAGES	\$1,473,973	\$2,060,178	\$2,060,178	\$1,699,447	\$1,864,361
221	UTIL-TELEPHONE/TELEG	\$28,791	\$27,000	\$27,700	\$37,234	\$41,600
231	OFFICE SUPPLIES	\$39,743	\$40,000	\$41,000	\$53,227	\$44,000
232	POSTAGE	\$25,809	\$35,000	\$35,000	\$23,150	\$32,020
254	ADVERTISING	\$8,823	\$5,000	\$5,000	\$1,283	\$1,000
261	EQUIPMENT RENTAL	\$37,889	\$35,000	\$35,000	\$36,269	\$32,875
262	RENT	\$57,383	\$92,000	\$92,000	\$103,081	\$98,760
272	MILEAGE	\$3,689	\$2,100	\$2,100	\$5,154	\$3,820
282	BOARD TRAVEL & MISC	\$3,173	\$3,000	\$3,000	\$1,498	\$1,750
290	MEMBERSHIPS & DUES	\$2,398	\$4,750	\$4,750	\$3,739	\$3,070
302	INS-COMPREHENSIVE	\$8,096	\$4,000	\$20,438	\$23,720	\$49,500
404	BOOKS & PERIODICALS	\$5,116	\$8,000	\$8,000	\$8,729	\$3,000
411	PRINTING	\$8,017	\$27,000	\$27,000	\$33,468	\$48,800
434	INDIRECT COSTS	\$197,344	\$245,330	\$232,207	\$234,834	\$274,711
439	OTHER COSTS					\$1,000
501	CONTRACTUAL SERVICES		\$3,500	\$3,500	\$13,560	\$11,750
506	PROF SERVICES	\$62,108	\$113,686	\$113,686	\$67,045	\$73,500
511	LEGAL EXPENSE	\$71,412	\$76,000	\$76,000	\$19,994	\$12,000
521	TRAINING	\$7,612	\$5,000	\$9,500	\$9,023	\$6,500
523	ADMIN RECORDS	\$477	\$2,000	\$2,000	\$5,572	\$4,000
724	SERVICE AGREEMENTS	\$18,826	\$25,425	\$35,125	\$26,015	\$31,500
	TOTAL SUPPLIES & EXP	\$586,706	\$753,791	\$773,006	\$706,595	\$775,156
803	COMPUTER SYSTEMS	\$20,531	\$70,000	\$97,600	\$48,725	\$49,363
808	OFFICE EQUIPMENT	\$10,069	\$47,110	\$47,110	\$18,730	\$39,765
820	BLDG. RENOVATION			\$29,900	\$27,325	\$1,550
855	RES - SYSTEM UPGRADE			\$6,700		\$16,700
	TOTAL CAPITAL OUTLAY	\$30,600	\$117,110	\$181,310	\$94,780	\$107,378
	TOTAL BUDGET	\$2,091,279	\$2,931,079	\$3,014,494	\$2,500,822	\$2,746,895

DEPARTMENT SUMMARY

DEPARTMENT BUDGETS AS PERCENTAGES
OF TOTAL AGENCY BUDGET



LINE ITEM DESCRIPTIONS

100. PERMANENT EMPLOYEES/SALARIES

Allocation: \$1,447,945 (Total Agency Positions 45.4)

Department Detail:

Administration	8.4 Positions	\$ 294,258
Legal	10.0 Positions	372,625 ^{1,089}
Hearings	10.0 Positions	309,564 ⁸⁰¹
Information Systems	<u>17.0</u> Positions	<u>469,673</u>
	<u>45.4</u>	\$1,447,945

104 BOARD ALLOWANCE

Allocation: \$17,625

Rent Control Board Commissioners receive \$75 for each meeting they attend. This allocation provides funds for an average of 3.5 Board meetings per month and 5 special meetings during the year.

149 OVERTIME

Allocation: \$20,483

Administration: \$3,854 for the Board Secretary to attend Board meetings and for clerical support for the Administration Department during periods of peak workload.

Legal: \$5,966. This allocation consists of funding for 330 hours of Legal Secretary clerical support which may be necessary in emergency situations.

Hearings: \$1,599 for clerical support which may be required in order to meet Board mandated deadlines for complaints, base rent, increase and decrease petitions.

Information Systems: \$9,064. During the summer there is an increased workload because the public has questions about registration fee bills and the general adjustment. This allocation includes 300 hours of overtime work by the Information Coordinators so that they can respond to the increased seasonal workload. Additionally, funding is provided for 200 hours of overtime for the Information Coordinator training program. Since the public counter is open until 4:30 p.m., training sessions cannot commence until that time and the hour-long training sessions require one half-hour overtime for each Information Coordinator. 100 hours of overtime clerical support is included to perform file maintenance chores and emergency projects.

150 As-Needed Employees

Allocation: \$22,578

Legal: \$4,500 for a two student Law Clerks, which will be subsidized by the Federal Work Study Program.

Hearings: \$5,850 for two part-time student workers.

Information Systems: \$12,228 to employ a Staff Assistant II to implement a file reform project.

172 INSURANCE/UNEMPLOYMENT

Allocation: \$5,882

Unemployment insurance contribution is computed at a rate of 0.4% of gross salaries. Gross salaries equal the sum of line items 100, Permanent Employees/Salaries, and 150, As-Needed Employees, which is \$1,470,523.

173 INSURANCE/WORKERS COMPENSATION

Allocation: \$4,300

This amount represents an allocated portion of the City's total projected workers compensation costs, which is \$1.95 million. The portion allocated to the Rent Control Board represents 0.22% of the City's total projected workers compensation costs.

174 INSURANCE/EMPLOYEE HEALTH-DENTAL

Allocation: \$118,080

The premium for FY 86-87 is calculated on a flat rate of \$2,460 per year for each full-time and part-time permanent employee. This allocation includes funding for health and dental benefits for 48 permanent employees.

177 RETIREMENT CONTRIBUTION

Allocation: \$226,468

The retirement contribution for the Rent Control staff is calculated by applying a factor of 18.474% to the total salaries costs of management and confidential staff. A factor of 14.974% is applied to all other staff.

197 OTHER FRINGE BENEFITS

Allocation: \$1,000

This line item is for the costs of special benefits required by the provisions of the Memorandums of Understanding between the Rent Control Board and its recognized collective bargaining units. In this case, the current Memorandum of Understanding between the Rent Control Board and the Employees Action Committee

includes a provision to reimburse video display terminal operators for the costs of annual vision testing. The reimbursement, according to the MOU, shall not exceed \$50. This allocation provides funds for 20 reimbursements.

221 UTILITIES/TELEPHONE

Allocation: \$41,600

This allocation is for telephone expenses at each of the Rent Control offices. Also, it includes funding for gas, water, and electricity at the Hearings Department office. The following itemization shows the staff estimate for phone, gas, water and electricity expenses:

Phone	\$34,130
Gas	481
Water	840
Electricity	6,149

231 OFFICE SUPPLIES

Allocation: \$44,000

The Rent Control Board purchases its office supplies through the City's Purchasing Department. The City contracts with an office supply vendor each year. In addition to traditional office supplies this allocation includes funds to purchase computer supplies and accessories, such as connector cables, storage disks, printer cartridges, and special paper.

232 POSTAGE

Allocation: \$32,020

This allocation is to pay the postage costs of the annual mass mailings and other regular mailings.

Rent Control News	\$19,000
General Adjustment Mailing	6,260
Registration Fee Mailing	1,760
Misc. Daily Mailings (85 per day)	\$ 5,000

254 ADVERTISING

Allocation: \$1,000

This allocation covers the cost of publishing public notices and other announcements as required by law. \$1,000 will be sufficient funds to publish 12 legal notices that are two standard typewritten pages in length.

261 EQUIPMENT RENTAL

Allocation: \$32,895

IBM Copier: \$21,775.

Lease on the IBM Series III, Model 70 copier and collator at City Hall offices and fourth year lease payment for IBM Series III model 60 copier and collator at the Hearings Department is \$1,149 per month.

Postage Meter: \$600.

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: \$10,000.

Includes monthly rental and use fee for computerized legal research system, which is used by the Legal Department and the City Attorney's staff. General Counsel allows the City Attorney staff to use the Lexis equipment in exchange for allowing the Rent Control Board staff to use the City Attorney's Law Library.

Sparkletts: \$250

To lease the water cooler refrigerators in the Rent Control offices.

Miscellaneous: \$250

To rent various audio-visual equipment for public relations presentations.

262 RENT

Allocation: \$98,760

There is insufficient space in City Hall to house the agency's Hearings Department. This allocation includes funds to continue to rent 6,000 sq. ft. of office space at 819 Broadway to house the Hearings Department staff. Additionally it includes funds to pay the property tax on that property which is required by the triple net lease, which we have with the owner of the property.

272 MILEAGE

Allocation: \$3,820

This allocation includes funds for the car allowances for staff, plus 500 miles of mileage reimbursements at 22.5 cents per mile.

282 BOARD TRAVEL & MISCELLANEOUS EXPENSES

Allocation: \$1,750

The Board incurs these travel expenses for trips to Sacramento to testify on proposed state legislation which 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: \$3,070

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

302 INSURANCE

Allocation: \$49,500

General Liability: \$31,000.

The agency carries a \$1,000,000 combined single limit liability policy with a \$1,000 deductible for bodily injury and damage. This includes a non-owned automobile liability and personal injury coverage for agency employees.

Faithful Performance Bond: \$350.

All agency employees are covered by a \$25,000 faithful performance bond.

All Risk Property Insurance: \$12,500.

Coverage includes fire and theft coverage for office equipment, furniture and valuable papers. It also contains a rider which covers all computer equipment and software owned by the agency in both office locations.

Multi-Peril Insurance for Property at 819 Broadway: \$5,650.

The lease agreement for the Hearings Department offices requires that the agency purchase multi-peril property insurance. This insurance provides \$600,000 of coverage for the building with a \$1,000 deductible, and \$500,000 of liability coverage.

404 BOOKS AND PERIODICALS

Allocation: \$8,000

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

411 PRINTING

Allocation: \$48,800

Quarterly Newsletters: \$37,600. ✓

Estimated printing costs for the quarterly newsletters. Costs are based on 47,000 newsletters per quarter at 20 cents per newsletter.

Charter Amendment and Regulations: \$5,300.

This represents the cost of copies of the Rent Control Law which are dispensed to the public at no cost.

General Adjustment and Registration Fee Letters: \$3,900.

Miscellaneous Forms, Stationery, etc: \$2,000.

434 ADMINISTRATIVE INDIRECT COSTS

Allocation: \$274,711

Each year the City assesses the agency for all the services it provides the agency. This fee covers the maintenance costs of office space within City Hall and the various services provided by the departments of Finance, Purchasing, Personnel, General Services, and Data Processing. These costs are distributed according to an allocation base, which approximates the Rent Control Board's share of overhead and service costs. For example, the charge for City Hall maintenance is allocated based on the number of square feet assigned to the Rent Control staff. Since the staff occupies 4,167 sq. ft. in City Hall, and that represents 8.67% of the space in City Hall, the Rent Control Board is charged for 8.67% of the total City Hall maintenance costs.

The following itemization lists the sources of the charges, a description of the services rendered, the allocation base used, and the percentage used to calculate the Rent Control allocation:
Audit Expenses: \$1,512

Services Rendered - In accordance with generally accepted municipal accounting principles, the financial records of the agency are audited by professional outside auditors. The City Finance Director is responsible for overseeing that audit process.

Allocation Base - Actual dollars spent in 1984-85.

Allocation Percentage - 3.4% of total audit costs to the city.

City Hall Maintenance: \$67,691

Services Rendered - City Hall maintenance includes custodial work, window cleaning, and utility expenses for City Hall.

Allocation Base - The number of square feet occupied by Rent Control Board staff in City Hall.

Allocation Percentage - 8.67%

Public Facilities Maintenance: \$4,380

Services Rendered - Routine carpentry work performed by the City's carpenter shop.

Allocation Base - Actual carpenter labor hours in 1983-84.

Allocation Percentage - 0.81%

Electrical Facilities Maintenance: \$824

Services Rendered - Routine electrical work performed by the City's electrical shop personnel, such as replacing worn light bulbs.

Allocation Base - Actual electrician labor hours from 1983-84.

Allocation Percentage - 0.20%

Mechanical Maintenance: \$933

Services Rendered - Use of City purchased and maintained automobiles from the City Motor Pool.

Allocation Base - Actual hours of vehicle use in 1983-84.

Allocation Percentage - .07%

City Manager: \$14,288

Services Rendered - Advice about administrative and policy matters.

Allocation Base - Estimates of City Manager staff time spent on Rent Control matters.

Allocation Percentage - 1.89%

City Clerk, General: \$768

Services Rendered - Maintaining files of Rent Control contracts and conflict of interest disclosure statements submitted by Rent Control Commissioners and management staff.

Allocation Base - Number of City Council meeting agenda items submitted in 1984-85.

Allocation Percentage - 1.05%

City Clerk, Council: \$1,723

Services Rendered - Ensuring that City Council agenda items submitted by Rent Control Commissioners or the Rent Control Administrator are properly processed.

Allocation Base - The number of City Council meeting agenda items in 1984-85.

Allocation Percentage - 1.05%

Finance, Accounting/Payroll: \$32,027

Services Rendered - Processing the payroll for the Rent Control staff, disbursing funds to vendors, and conducting other necessary accounting activities.

Allocation Base - The number of warrants issued in 1984-85.

Allocation Percentage - 6.49%

Finance, Treasurer/Management: \$4,159

Services Rendered - The management and investment of the Rent Control funds. For 1986-87, the expected rate of return on invested Rent Control funds is 7%.

Allocation Base - These costs are equally divided between all interest earning funds.

Allocation Percentage - 3.7%

Finance, Treasurer/Receipts: \$7,526

Services Rendered - Process the registration fees submitted by property owners and miscellaneous revenue collections.

Allocation Base - The number of daily cash collection submittals processed in 1984-85.

Allocation Percentage - 3.67%

Data Processing: \$20,000

Services Rendered - Emergency data processing support and advice.

Allocation Base - In this case the allocated amount is the result of a negotiated agreement between the Rent Control Administrator and the Manager of the City Data Processing Department.

Personnel, General: \$17,975

Services Rendered - Implementation of the City tuition reimbursement program for permanent Rent Control staff members, information about contemporary municipal personnel practices, salary surveys, and career development counseling for RCB staff.

Allocation Base - Full-time permanent positions authorized by the Board for 1984-85.

Allocation Percentage - 4.41%

Personnel, Recruitment: \$39,304

Services Rendered - All administrative activities related to recruiting permanent and as-needed staff members. This includes advertising, testing, interviewing, and ranking candidates.

Allocation Base - The number of Rent Control employees recruited in 1984-85 with permanent appointees weighted ten times more than as-needed appointees.

Allocation Percentage - 15.63%

Purchasing, General: \$8,819

Services Rendered - Administration of the low bid centralized purchasing system. This includes identifying the lowest bidder and issuing purchase orders.

Allocation Base - The number of purchase orders processed for Rent Control in 1984-85.

Allocation Percentage - 4.3%

Warehouse: \$1,294

Services Rendered - Store office supplies which are bought in large volume for the Rent Control staff and disburse them upon request. Charges are not incurred until the disbursement is made.

Allocation Base - The dollar value of warehouse issues to the Rent Control Board staff in 1984-85.

Allocation Percentage - 1.6%.

Election Costs (6-84): \$25,616

Services Rendered - Administration of the June 1984 election.

Allocation Base - In this case, the allocation is based on a cost study performed by the City Clerk's Office.

Election Costs (11-84): \$10,372

Services Rendered - The administration of the November 1984 election.

Allocation Base - In this case, the allocation is based on a

cost study performed by the City Clerk's Office.

Election Costs (11/86): \$15,500

Services Rendered - The administration of the November 1986 election.

Allocation Base - In this case, the allocation is based on a cost study performed by the City Clerk's Office.

449 OTHER COSTS

Allocation: \$1,000

For miscellaneous nominal expenditures less than \$10.00 from petty cash. For example, keys, photographic supplies, batteries, video tape, parking reimbursements, smoking filters, etc.

501 CONTRACTUAL SERVICES

Allocation: \$11,750

Administration: \$6,050

\$5,000 for mailhouse services to mail the "Rent Control News" and other mass mailings; ✓

\$200 to paint the area around the public counter;

\$850 for miscellaneous services such as furniture movers, locksmiths, and carpet cleaners.

Legal: \$600

\$600 to paint the Legal Department offices.

Hearings: \$5,100

\$3,840 for custodial services;

\$1,000 for an attorney service to serve subpoenas and advance witness fees.

\$260 to monitor the burglar alarm system.

506 PROFESSIONAL SERVICES

Allocation: \$73,500

Court Reporter: \$9,000.

The agency contracts with a court reporter to take down the proceedings of each Board meeting.

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: \$15,000.

The Board has contracted with a real estate appraiser in connection with Category C removal permits. The average appraisal is \$1,000 and fifteen (15) applications are estimated for FY 86-87.

Research Projects: \$10,000.

Fund for research projects to be identified by the Board during the budget year.

Temporary Legal Secretarial Services: \$500.

This allocation provides for approximately three days of temporary legal secretarial services.

Lobbyist: \$15,000.

For a lobbyist to represent the Rent Control Board's interests in the state legislature.

Interpreters: \$1,000.

To pay for the professional services of interpreters to translate at hearings where people offering testimony do not speak or understand English. The agency presently pays \$12.50 per hour for translating on services.

Labor Relations Consultant: \$2,000.

To provide the Board with advice in particularly difficult labor relations issues.

Graphic Art and Typesetting: \$10,000. ✓

To obtain graphic art and typesetting for the public relations program. This includes graphic art and typesetting for the quarterly "Rent Control News", public information brochures, and the production of a rent control logo.

511 LEGAL EXPENSE

Allocation: \$12,000

Costs related to employment of outside counsel, messenger service, and shorthand reporter.

The estimated legal expenses are as follows:

Messengers	\$ 6,000
Shorthand Reporter Fees	\$ 1,000
Atty. Fees & Costs Assessed	\$ <u>5,000</u>
	\$12,000

521 TRAINING

Allocation: \$6,500.

The agency encourages staff to acquire training and skills that will enhance their contribution to the agency and further

their promotional opportunities. This allocation is for courses, seminars and workshops conducted by universities, professional associations and other educational organizations. It does not include funding for the tuition reimbursement program or other in-house training provided by rent control staff or staff from other city departments.

523 ADMINISTRATIVE RECORDS

Allocation: \$4,000

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: \$31,500.

- | | |
|---|--------------|
| 1. Wang Word Processing Service Agreement | \$15,000 |
| 2. Hewlett-Packard Computer Equipment | 8,000 |
| 3. Alarm System (City Hall & Hearings Office) | 500 |
| 4. IBM Copiers (One in City Hall, one at
Hearings Dept.) | <u>8,000</u> |

\$31,500

803 COMPUTER SYSTEMS

This line item is to cover the costs of purchasing service agreements for the office equipment and computers. When the agency purchases a service agreement, the manufacturer promises to repair any broken equipment at no additional cost.

Allocation: \$49,363

Administration: \$7,367.

1. Wang Word Processing Terminal for use \$ 2,750
by the Administrative Analysts.
 2. Computer hardware for Senior Admini- 500
strative Analyst to communicate with other
city department personnel via electronic
mail system.
 3. Lease payments on six portable H-P 3,792
computers
- Admin. Dept. Subtotal \$3,250
- Admin. Dept. Total (Tax and Freight) \$7,367.

Legal: \$2,200

1. Word Plus II Wang Software, includes \$2,000
spelling checker capacity.
- Legal Dept. Subtotal \$2,000
- Legal Dept. Total (Tax and Freight) \$2,200

Hearings: \$2,200

1. Word Plus II Wang software, includes spelling checker capacity. 2,000

Hearings Dept. Subtotal \$2,000

Hearings Dept. Total (Tax & Freight) \$2,200

Information Systems: \$37,596

1. Lease payments on Hewlett-Packard Mini-Computer. \$37,596

Information Systems Total \$37,596

808 OFFICE EQUIPMENT

Allocation: \$39,765

Administration: \$4,103

1. Arm chair with casters \$ 230
2. Tele-Matic and Cost Accounting Card 2,500

This equipment will provide data on the dates, times, duration of outgoing calls from each workstation, as well as the number called. The \$2500 allocation provides 50% of the total acquisition cost. The City's General Services Dept. and the agency will enter into an agreement where each will pay 50% of the total acquisition costs for use of the equipment 50% of the time.

3. Video Cassette Recorder and Monitor. \$1,000

This cable television monitor and recorder will be installed in the reception area. It will screen public service announcements, including Board agendas, schedules and announcements, and agency produced public relations tapes for the public to view while waiting to meet with information coordinators.

Subtotal	\$3,750
Total (Tax and Freight)	<u>\$4,103</u>

Legal: \$1,914

1. Desk Chair	\$ 230
2. Two Secretarial Chairs	360
3. One IBM Selectric II Typewriter	600
4. One Heavy-Duty Paper Drill	400
5. One Dictaphone	<u>150</u>
Subtotal	\$1,740
Total (Tax and Freight)	<u>\$1,914</u>

Hearings: \$2,783

1. Three Tape Recorders	\$ 390
2. Two Dictaphones	300
3. Two Transcribers	300
4. One Secretary Chair	180

5. Four Filing Cabinets	<u>1,360</u>
Subtotal	\$10,305
Total (Tax and Freight)	<u>\$10,558</u>

Information Systems: \$30,965

1. Partition Shelves W/Light	\$ 1,950
2. Wall Shelves/36"	950
3. Microfilm/Fiche Equipment	25,000
4. One Terminal & Printer Stand	<u>250</u>
Subtotal	\$28,150
Total (Tax and Freight)	<u>30,965</u>

820 BUILDING RENOVATION

Allocation: \$1,550

1. Window Safety Film	\$1,000
Installation of shatter-proof membrane on the agency's windows to protect staff and other persons from flying glass injury in earthquake or other disaster.	
2. Air-Conditioner for Computer Room	<u>550</u>
Purchase and installation of auxiliary air conditioner to maintain a safe temperature of 60°F to 70°F for computer equipment.	
Total	<u>\$1550</u>

855 RESERVE FOR COMPUTER SYSTEM UPGRADES

Allocation: \$16,700

The Board has approved an allocation of \$10,000 per year of computer system upgrades. This \$16,700 allocation consists of \$6,700 carried over from 1985-86 and \$10,000 for 1986-87.

REVENUE SUMMARY

32,263.88 units

←
72 =

REVENUE ANALYSIS

Revenues for FY 1986-87 are projected to be \$2,353,000. The sources of these revenues are registration fees, interest earnings on unexpended Rent Control funds, and reimbursements for administrative records. Staff proposes to make up the budgetary short-fall with \$393,895 from the Agency's reserve account and unexpended funds from prior years.

For FY 1986-87, staff proposes a registration fee of \$6.00 per month or \$72.00 per year. This is a \$1.00 per month reduction from the registration fees in effect for FY 1985-86. The reduced registration fee will generate \$2,304,000, based on an estimate of 32,000 controlled rental units.

The second source of revenue is interest earnings on city invested Rent Control funds. Staff estimates revenues from that source to be \$105,000, based upon the City Treasurer's expected 7% rate of return on invested funds.

The third source of revenue is from reimbursements for the production of administrative record costs. The agency provides administrative records as a reimbursable service to members of the public who request them. Staff estimates it will receive \$4,000 in administrative record fee reimbursements.

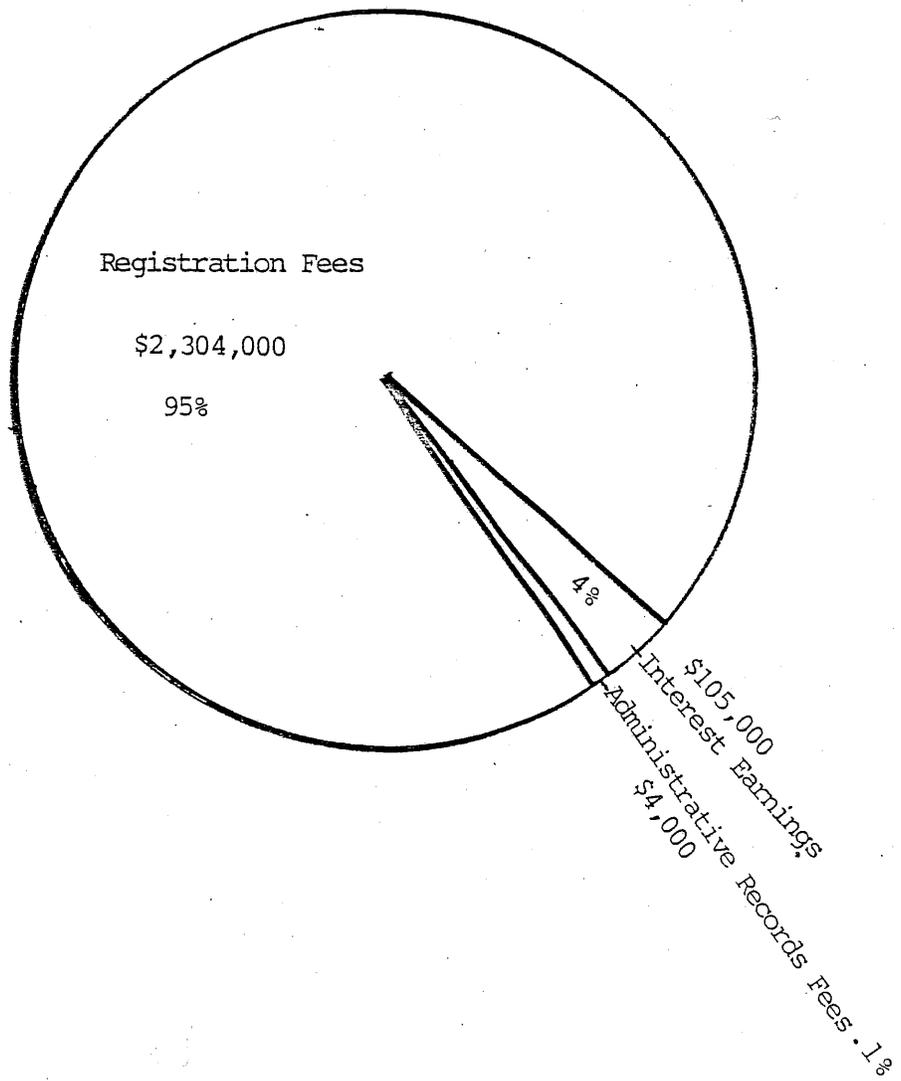
The fourth source of funds is savings from prior budget years, as is discussed above. Staff recommends allocating \$393,895 from the reserve account for FY 1986-87 operating expenses, leaving \$341,105 as a reserve for the year.

Finally, it is the agency's policy is to refund registration fees to any property owner who successfully obtains a removal permit, an exemption, an owner-occupied fee waiver, or a senior citizen fee waiver from the Board. In 1986-87 staff estimates that there will be \$60,000 of refunded registration fees. That estimate is based on the number of refunded registration fees in 1985-86.

The following chart shows the sources of rent control funds and the percentage of the total that each source represents.

SOURCE OF FUNDS

'86-87 revenue summary



EXPENDITURE SUMMARY

28-May-86

EXPENDITURE SUMMARY

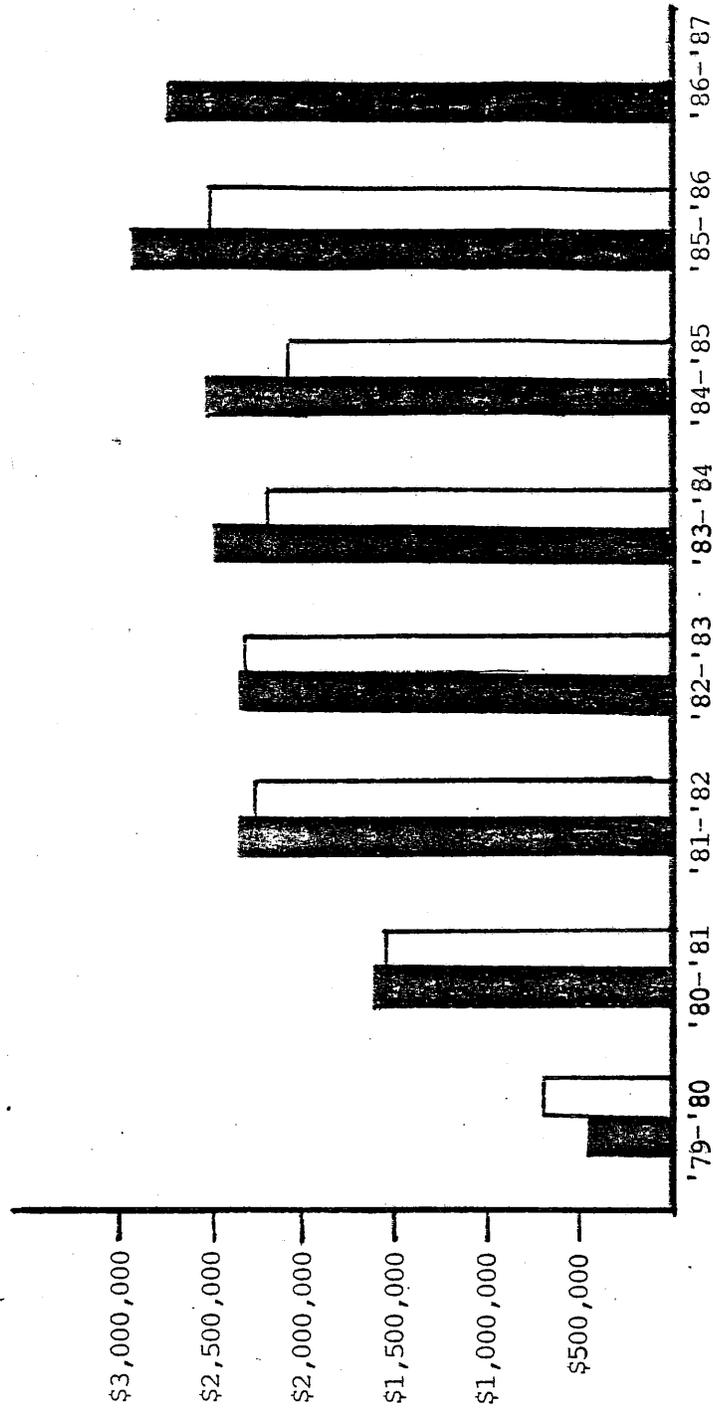
DEPARTMENTS	FY 84-85	FY 85-86	FY 85-86	FY 86-87	CHANGE*	
	ACTUAL EXPENSES	REVISED BUDGET	ESTIMATED ACTUALS	PROPOSED BUDGET	AMOUNT	%

ADMINISTRATION						
Salaries & Wages	\$345,402	\$373,112	\$359,278	\$391,181	\$18,069	4.8
Supplies & Expenses	\$438,736	\$242,806	\$291,670	\$291,165	\$48,359	19.9
Capital Outlay	\$34,992	\$58,025	\$33,463	\$12,470	(\$45,555)	-78.5
SUBTOTAL	\$819,130	\$673,943	\$684,411	\$694,816	\$20,873	3.1
LEGAL DEPT.						
Salaries & Wages	\$458,395	\$549,991	\$410,364	\$462,396	(\$87,595)	-15.9
Supplies & Expenses	\$76,160	\$197,383	\$120,666	\$139,210	(\$58,173)	-29.5
Capital Outlay	\$504	\$17,840	\$1,856	\$4,114	(\$13,726)	-76.9
SUBTOTAL	\$535,059	\$765,214	\$532,886	\$605,720	(\$159,494)	-20.8
HEARINGS DEPT.						
Salaries & Wages	\$355,315	\$642,280	\$423,869	\$394,853	(\$247,427)	-38.5
Supplies & Expenses	\$69,466	\$213,884	\$202,139	\$191,460	(\$22,424)	-10.5
Capital Outlay	\$10,482	\$56,695	\$32,614	\$4,983	(\$51,712)	-91.2
SUBTOTAL	\$435,263	\$912,859	\$658,622	\$591,296	(\$321,563)	-35.2
INFO SYSTEMS DEPT.						
Salaries & Wages	\$314,861	\$494,795	\$505,937	\$615,931	\$121,136	24.5
Supplies & Expenses	\$2,344	\$118,933	\$92,120	\$153,321	\$34,388	28.9
Capital Outlay	\$2,118	\$48,750	\$26,846	\$85,811	\$37,061	76.0
SUBTOTAL	\$319,323	\$662,478	\$624,903	\$855,063	\$192,585	29.1
AGENCY						
Salaries & Wages	\$1,473,973	\$2,060,178	\$1,699,477	\$1,864,361	(\$195,817)	-9.5
Supplies & Expenses	\$586,706	\$773,006	\$706,595	\$775,156	\$2,150	0.3
Capital Outlay	\$30,600	\$181,310	\$94,780	\$107,378	(\$73,932)	-40.8
SUBTOTAL	\$2,091,279	\$3,014,494	\$2,500,852	\$2,746,895	(\$267,599)	-8.9

*Change from 1985-86 revised budget to 1986-87 proposed budget.s

ANNUAL BUDGET & EXPENDITURE COMPARISONS

1979-1986



KEY



DEPARTMENTAL BUDGETS

I ADMINISTRATION

DEPARTMENT DESCRIPTION

The Administration Department is responsible for conducting the fiscal, contract administration, personnel, labor relations, public relations, planning and policy development activities of the Rent Control Program. Along with general administrative activities, the department provides direct support to the elected Rent Control Board by preparing and distributing agenda packages, scheduling Board meetings, producing and archiving the minutes of formal Board actions, and processing correspondence for the Board.

The proposed budget includes two Senior Administrative Analysts, one of whom is the Labor Relations Manager who assists the Administrator and the Board in labor relations, including contract deliberations with bargaining unit representatives, grievance resolution, and meet and confer sessions. In the coming year, she will be implementing a training program for the supervisors, and she may represent the Board at any arbitration proceedings that may arise.

The second Senior Administrative Analyst is responsible for supervising administrative staff of two part-time Administrative Analysts, and a Staff Assistant III. The part-time Administrative Analysts assist the Senior Administrative Analyst in monitoring expenditures, evaluating proposed capital improvements, preparing staff reports on exemptions and interior replacement petitions. They also will be helping with the

production of formal written procedures in these areas and resolving administrative problems.

The Public Information Officer is engaged in producing the Board's quarterly newsletter, The Rent Control News, and for implementing the public relations program. The public relations program consists of the production of written pamphlets and video tapes, which explain particular aspects of the Rent Control Law. Additionally, the Public Information Officer will be available to for personal presentations to interested civic groups and organizations.

Administrator's Office

<u>Classification</u>	<u>Authorized Positions 1985-1986</u>	<u>Mid-Year Changes</u>	<u>Positions Occupied 5-9-86</u>	<u>Proposed Positions 1986-1987</u>
Administrator	1	1	1	1
Senior Admin. Analyst	1	2	2	2
Admin. Analyst	1	2.2	1.3	2.4
Admin. Investigator	2.2	0	0	0
Admin. Staff Asst.	2	2	2	2
Staff Asst. III	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	8.2	8.2	7.3	8.4

SIGNIFICANT CHANGES

For FY 1986-87, a labor relations specialist has been added to the staff to handle labor relations issues. Additionally, she will be sharing her expertise with other agency managers and supervisors by designing and implementing a supervisory training program focusing on employee development, performance standard development, and consistent consistent application of performance evaluation and disciplinary standards.

In another area, the Administrator is committed to developing the analytical capacity of the Administration Department staff. The Board took the first step in accomplishing this goal when it reclassified the Administrative Investigators to the classification of Administrative Analyst. The Senior Administrative Analyst will be working with those Administrative Analysts to develop specific and specialized knowledge and skills in the areas of budget and fiscal management, contract administration, procedure documentation and improvement, and policy development. Special emphasis will be placed on identifying areas of inefficiency which can be improved by revising existing work methods, or by eliminating unnecessary steps.

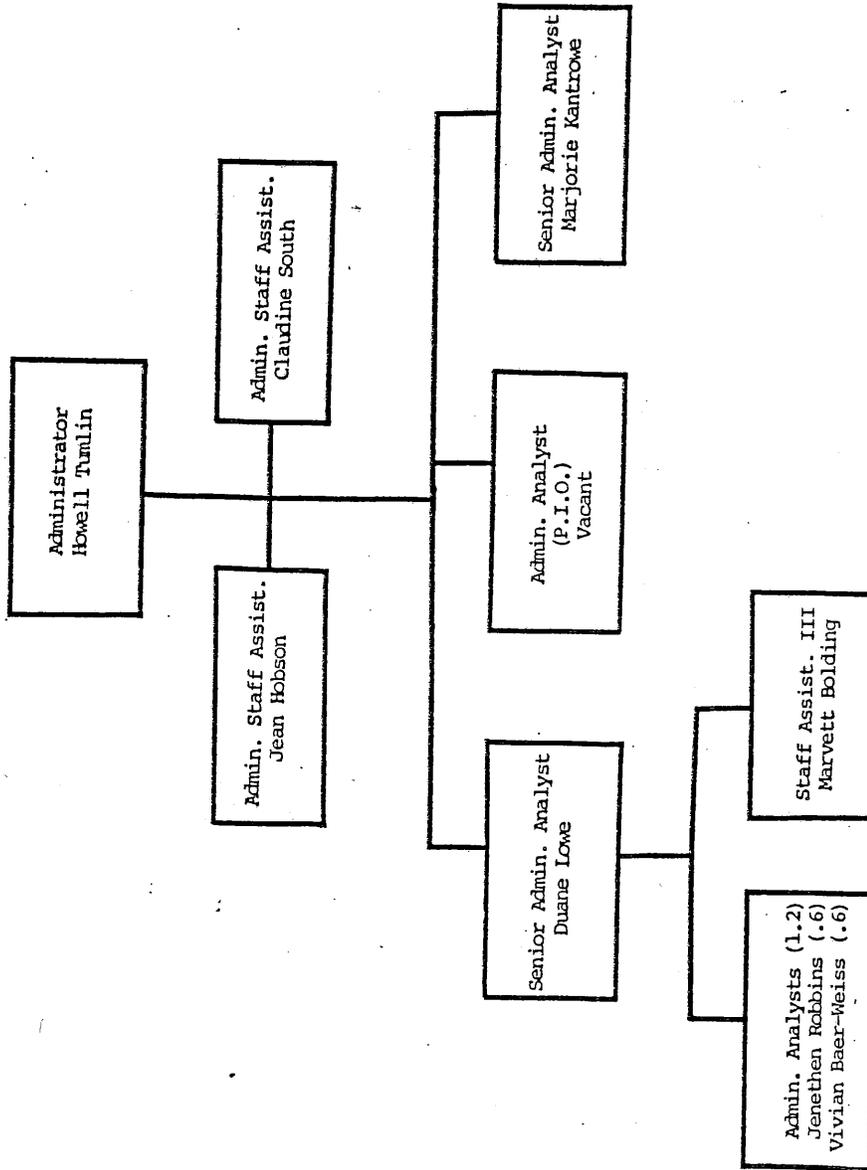
1986-87 PERFORMANCE OBJECTIVES

- A. Procedures Improvement - The Senior Administrative Analyst and his administrative staff will work to refine and document the procedures and practices of the agency in the areas of budget and fiscal matters, exemption processing, and other areas as they are requested by department managers. Additionally, forms will be developed to simplify by routine procedure.
- B. Employee Development - A supervisor training and development program will be implemented which will utilize a combination of in-house training sessions conducted by the labor relations manager, staff from other city departments, courses funded through the City's tuition reimbursement

program, and specialized seminars conducted by professional associations, educators and trainers.

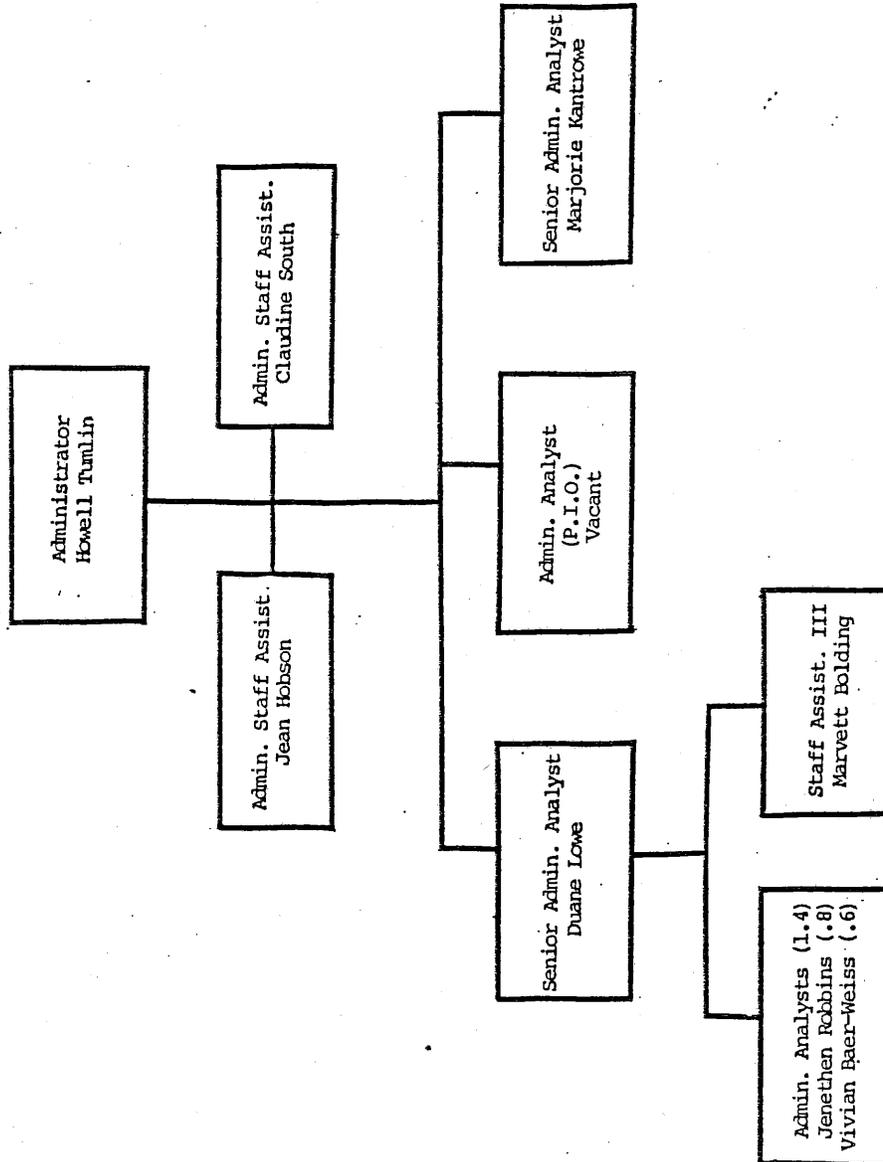
- C. Automation Plan - Develop a long range office automation plan. This will include an evaluation of future needs and a comparative analysis of the Wang and Hewlett-Packard word processing systems.

Administration Department



FY 1985-1986

Administration Department



FY 1986-1987

ADMINISTRATION DEPARTMENT

OBJ	DESCRIPTION	FY 84-85 ACTUAL EXPENSES	FY 85-86 ADOPTED BUDGET	FY 85-86 REVISED BUDGET	FY 85-86 ESTIMATED ACTUALS	FY 86-87 PROPOSED BUDGET
100	PERMANENT EMPLOYEES	\$239,158	\$262,388	\$262,388	\$251,408	\$294,258
104	BOARD ALLOWANCE	\$20,475	\$20,000	\$20,000	\$16,367	\$17,625
149	OVERTIME	\$7,187	\$6,000	\$6,000	\$6,080	\$3,854
150	AS-NEEDED EMPLOYEES				\$15,076	
172	INS-UNEMPLOYMENT		\$1,050	\$1,050		\$1,177
173	INS-COMPENSATION		\$3,000	\$3,000		\$790
174	INS-EMPL HEALTH/DENT	\$24,237	\$29,700	\$29,700	\$23,885	\$22,140
177	RETIREMENT CONTRIB	\$54,345	\$50,974	\$50,974	\$46,462	\$51,087
197	OTHER FRINGE BENEFITS					\$250
	TOTAL SALARIES & WAGES	\$345,402	\$373,112	\$373,112	\$359,278	\$391,181
221	UTIL-TELEPHONE/TELEG	\$28,718	\$5,000	\$5,000	\$26,098	\$6,143
231	OFFICE SUPPLIES	\$26,365	\$8,000	\$8,000	\$25,504	\$7,920
232	POSTAGE	\$22,599	\$25,000	\$25,000	\$20,251	\$27,920
254	ADVERTISING	\$8,823	\$5,000	\$5,000	\$1,283	\$1,000
261	EQUIPMENT RENTAL	\$37,889	\$9,250	\$9,250	\$9,509	\$3,663
262	RENT					
272	MILEAGE	\$1,749	\$1,000	\$1,000	\$4,939	\$2,828
282	BOARD TRAVEL & MISC	\$3,173	\$3,000	\$3,000	\$1,498	\$1,750
290	MEMBERSHIPS & DUES	\$2,398	\$350	\$350	\$462	\$250
302	INS-COMPREHENSIVE	\$8,096	\$4,000	\$20,438	\$23,720	\$43,880
404	BOOKS & PERIODICALS	\$4,862	\$1,000	\$1,000	\$4,423	\$550
411	PRINTING	\$8,017	\$27,000	\$27,000	\$33,468	\$47,300
434	INDIRECT COSTS	\$197,344	\$61,332	\$61,332	\$61,332	\$54,661
439	OTHER COSTS					\$250
501	CONTRACTUAL SERVICES		\$500	\$500	\$326	\$6,050
506	PROF SERVICES	\$62,108	\$66,686	\$66,686	\$63,533	\$58,500
511	LEGAL EXPENSE					
521	TRAINING	\$7,292	\$1,250	\$1,250	\$2,196	\$1,000
523	ADMIN RECORDS	\$477	\$2,000	\$2,000	\$5,572	
724	SERVICE AGREEMENTS	\$18,826	\$6,000	\$6,000	\$7,556	\$27,500
	TOTAL SUPPLIES & EXP	\$438,736	\$226,368	\$242,806	\$291,670	\$291,165
803	COMPUTER SYSTEMS	\$17,496	\$19,350	\$19,350	\$4,147	\$7,367
808	OFFICE EQUIPMENT		\$8,775	\$8,775	\$1,991	\$4,103
820	BLDG. RENOVATION	\$17,496		\$29,900	\$27,325	\$1,000
855	RESVE-SYSTEM UPGRADE					
	TOTAL CAPITAL OUTLAY	\$34,992	\$28,125	\$58,025	\$33,463	\$12,470
	TOTAL BUDGET	\$819,130	\$627,605	\$673,943	\$684,410	\$694,816

SALARY DETAIL
ADMINISTRATION DEPARTMENT

<u>QUANTITY</u>	<u>CLASSIFICATION</u>	<u>SALARY</u>
1	Administrator	\$ 60,000
2	Sr. Administrative Analyst	76,008
2.4	Administrative Analyst	72,834
2	Administrative Staff Asst.	64,704
1	Staff Asst. III	<u>20,712</u>
		\$294,258

II LEGAL DEPARTMENT

DEPARTMENT DESCRIPTION

The Legal Department prepares staff reports on appeals of hearing examiner decisions and removal applications. It also undertakes defense of Board decisions and the rent control law and Board regulations in judicial proceedings. It is also responsible for commencement of legal actions to enforce the Rent Control Law and Board Regulations. The department provides support for the Board's legislative advocacy program, which seeks to provide the California Legislature with the views of local Rent Control Commissioners. It gives legal advice to the Board, its Administrator and various departments of the Rent Control Agency. It prepares analyses and recommendations on legal issues for the Board and it analyzes and drafts proposed regulations for adoption.

<u>Legal Department</u>				
<u>Classification</u>	<u>Authorized Positions 1985-1986</u>	<u>Mid-Year Changes</u>	<u>Positions Occupied 5-9-86</u>	<u>Proposed Positions 1986-1987</u>
General Counsel	1	1	1	1
Staff Attorney	6	6	4	5
Legal Staff Asst.	1	1	1	1
Legal Secretary II	3	3	2	3
Legal Secretary I	<u>1</u>	<u>1</u>	<u>1</u>	<u>0</u>
TOTAL	12	12	9	10

SIGNIFICANT CHANGES

A gradual decline in litigation will allow greater resources to be expended on enforcement activities.

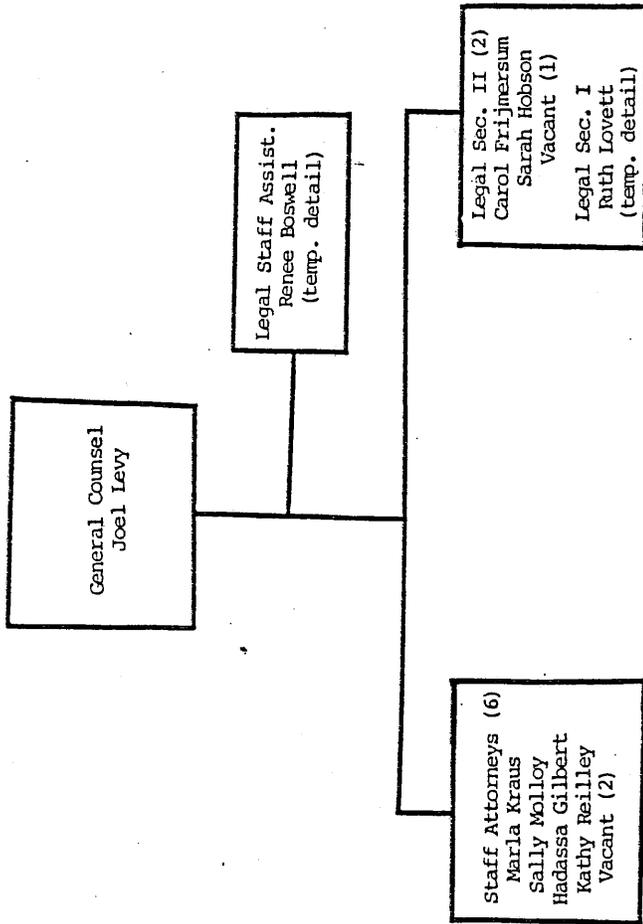
1986-87 PERFORMANCE OBJECTIVES

- A. Increased Enforcement - The Legal Department will institute a program of inquiry and investigation for the purpose of enforcing maximum allowable rent levels by informal means and through lawsuits when necessary.

- B. Improved Adjudicatory Decisions - The Legal Department will improve the Board's decision-making process through increased review of all hearing examiner decisions and new procedures designed to ensure more thorough and consistent analysis of cases appealed to the Board.

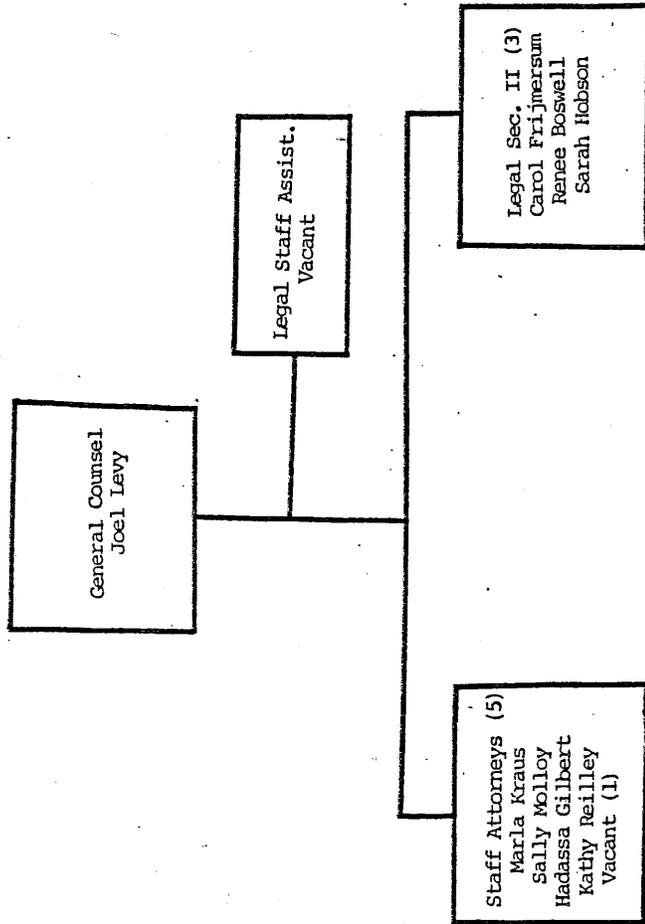
- C. Policy Manual - A manual will be prepared which will provide a comprehensive statement of the law and Board policy based upon a review of the Rent Control Law, Board Regulations, the case decisions of the Board, past written statements of policy and the collective knowledge of the staff as to informal policy. This will be a loose-leaf manual which will be frequently revised with the latest information and which will be available to the Commissioners, Hearing Examiners, and the entire staff.

Legal Department



FY 1985-1986

Legal Department



FY 1986-1987

28-May-86

LEGAL DEPARTMENT

OBJ	DESCRIPTION	FY 84-85 ACTUAL EXPENSES	FY 85-86 ADOPTED BUDGET	FY 85-86 REVISED BUDGET	FY 85-86 ESTIMATED ACTUALS	FY 86-87 PROPOSED BUDGET
100	PERMANENT EMPLOYEES	\$334,720	\$424,268	\$424,268	\$293,761	\$371,089
104	BOARD ALLOWANCE					
149	OVERTIME	\$3,580			\$4,427	\$5,966
150	AS-NEEDED EMPLOYEES	\$34,512	\$7,800	\$7,800	\$41,378	\$4,500
172	INS-UNEMPLOYMENT		\$1,728	\$1,728		\$1,502
173	INS-COMPENSATION		\$3,000	\$3,000		\$1,030
174	INS-EMPL HEALTH/DENT	\$25,292	\$41,250	\$41,250	\$16,182	\$24,600
177	RETIREMENT CONTRIB	\$60,291	\$71,945	\$71,945	\$54,616	\$53,459
197	OTHER FRINGE BENEFITS					\$250
	TOTAL SALARIES & WAGES	\$458,395	\$549,991	\$549,991	\$410,364	\$462,396
221	UTIL-TELEPHONE/TELEG		\$5,000	\$5,000	\$1,102	\$8,191
231	OFFICE SUPPLIES	\$4,494	\$8,000	\$8,000	\$9,049	\$9,680
232	POSTAGE		\$2,500	\$2,500	\$425	\$1,100
254	ADVERTISING					
261	EQUIPMENT RENTAL		\$16,000	\$16,000	\$17,576	\$13,661
262	RENT					
272	MILEAGE		\$500	\$500	\$91	\$26
282	BOARD TRAVEL & MISC					
290	MEMBERSHIPS & DUES		\$1,800	\$1,800	\$1,464	\$1,400
302	INS-COMPREHENSIVE					
404	BOOKS & PERIODICALS	\$254	\$5,000	\$5,000	\$3,336	\$720
411	PRINTING					\$500
434	INDIRECT COSTS		\$61,333	\$61,333	\$61,333	\$67,082
439	OTHER COSTS					\$250
501	CONTRACTUAL SERVICES				\$109	\$600
506	PROF SERVICES		\$15,000	\$15,000	\$1,620	\$15,000
511	LEGAL EXPENSE	\$71,412	\$76,000	\$76,000	\$19,994	\$12,000
521	TRAINING		\$1,250	\$1,250	\$348	\$1,000
523	ADMIN RECORDS					\$4,000
724	SERVICE AGREEMENTS		\$5,000	\$5,000	\$4,218	\$4,000
	TOTAL SUPPLIES & EXP	\$76,160	\$197,383	\$197,383	\$120,666	\$139,210
803	COMPUTER SYSTEMS		\$7,350	\$7,350	\$625	\$2,200
808	OFFICE EQUIPMENT	\$504	\$10,490	\$10,490	\$1,231	\$1,914
820	BLDG. RENOVATION					
855	RES - SYSTEM UPGRADE					
	TOTAL CAPITAL OUTLAY	\$504	\$17,840	\$17,840	\$1,856	\$4,114
	TOTAL BUDGET	\$535,059	\$765,214	\$765,214	\$532,886	\$605,720

SALARY DETAIL
LEGAL DEPARTMENT

<u>Quantity</u>	<u>Classification</u>	<u>Salary</u>
1	General Counsel	\$ 54,000
5	Staff Attorney	210,001
1	Legal Staff Asst.	27,780
3	Legal Secretary II	<u>79,308</u>
		\$371,089

III HEARINGS DEPARTMENT

DEPARTMENT DESCRIPTION

The Hearings Department is responsible for completing the following tasks regarding petitions and complaints filed by landlords and tenants: scheduling hearings, sending notices, conducting investigations, drafting and issuing subpoenas for parties and documents discovered to be relevant, conducting administrative hearings, and issuing decisions and addenda thereto. Department support staff also maintain case and the hearing tape case files, and prepare petition summaries for the computer system on all base rent, complaint, decrease and increase cases.

<u>Hearings Department</u>				
<u>Classification</u>	<u>Authorized Positions 1985-1986</u>	<u>Mid-Year Changes</u>	<u>Positions Occupied 5-9-86</u>	<u>Proposed Positions 1986-1987</u>
Hearings Dept. Manager	1	1	1	1
Hearing Examiner	7	7	3	3
Hearing Investigator	1	1	1	1
Staff Asst. IV	2	2	2	1
Staff Asst. III	<u>6</u>	<u>6</u>	<u>2.5</u>	<u>4</u>
TOTAL	17	17	9.5	10

SIGNIFICANT CHANGES

In 1986-86 the Hearings Department will prepare a formal training program for new Hearing Examiners, an automated noticing system to minimize errors, and a streamlined compliance procedure to ensure that compliance requests are investigated within five days.

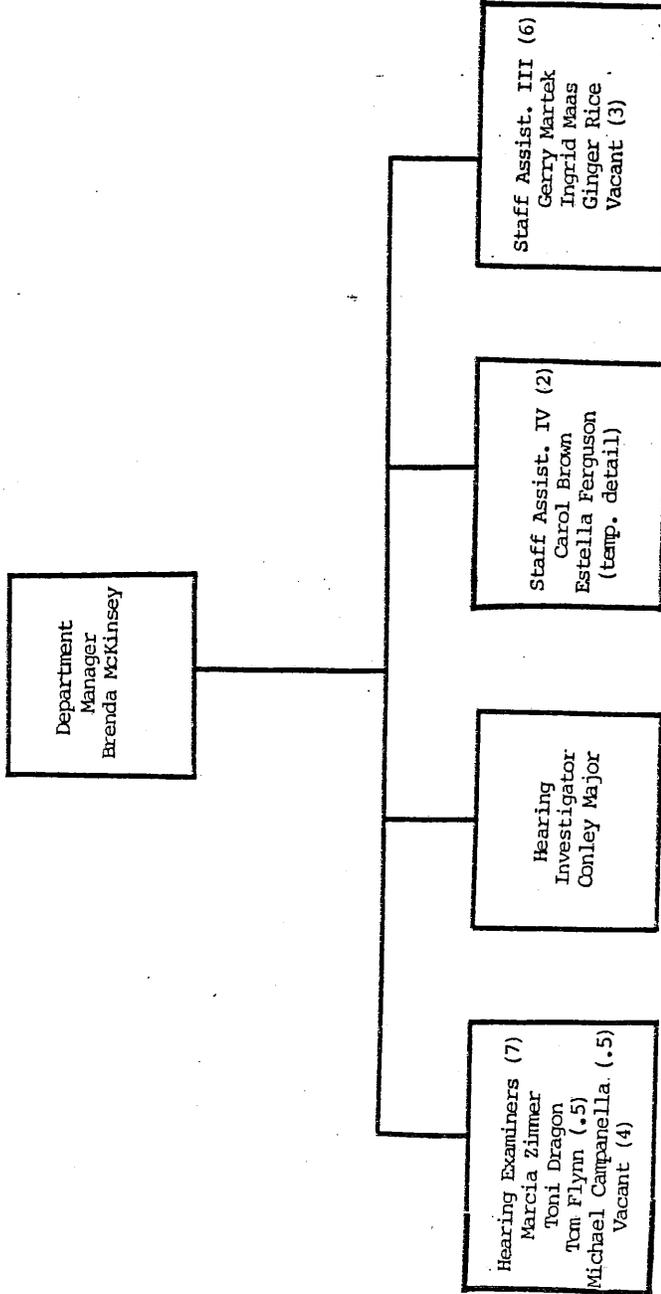
1986-87 PERFORMANCE OBJECTIVES

- A. Hearing Examiner Training - Design and implement a training program for new Hearing Examiners. The program design will include written training materials, mock hearings, and small group discussions. The goal of the program is to make new Hearing Examiners 100% effective within 90 days.

- B. Automated Noticing System - Design and implement an automated noticing system, which will inform affected property owners and tenants of the time and date for their hearings. This system will minimize clerical errors and reduce the costs of noticing.

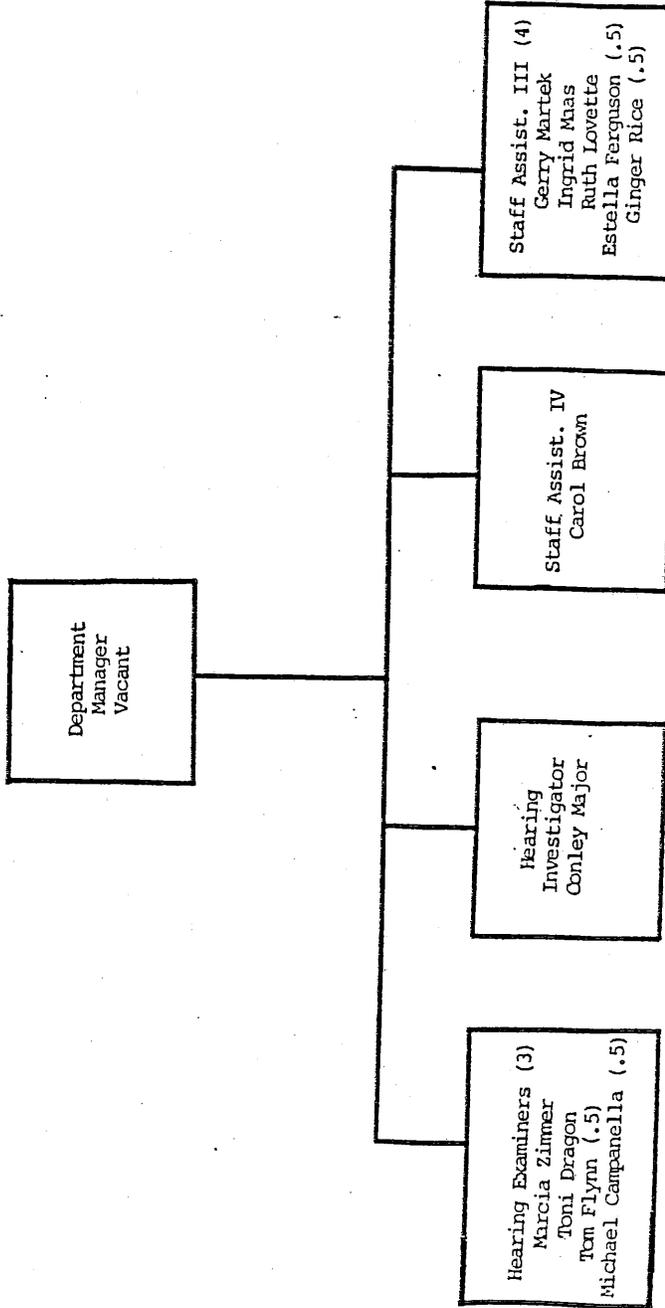
- C. Improvement of Compliance Investigation Procedure - Review the current compliance investigation procedure and streamline it so that compliance investigations are completed within five days.

Hearings Department



FY 1985-1986

Hearings Department



FY 1986-1987

28-May-86

HEARINGS DEPARTMENT

OBJ	DESCRIPTION	FY 84-85 ACTUAL EXPENSES	FY 85-86 ADOPTED BUDGET	FY 85-86 REVISED BUDGET	FY 85-86 ESTIMATED ACTUALS	FY 86-87 PROPOSED BUDGET
100	PERMANENT EMPLOYEES	\$272,595	\$485,068	\$485,068	\$306,468	\$309,801
104	BOARD ALLOWANCE					
149	OVERTIME	\$779			\$1,255	\$1,599
150	AS-NEEDED	\$12,310	\$7,200	\$7,200	\$42,641	\$5,850
172	INS-UNEMPLOYMENT		\$1,969	\$1,969		\$1,263
173	INS-COMPENSATION		\$3,000	\$3,000		\$890
174	INS-EMPL HEALTH/DENT	\$25,096	\$62,700	\$62,700	\$27,515	\$27,060
177	RETIREMENT CONTRIB	\$44,535	\$82,343	\$82,343	\$45,990	\$48,140
197	OTHER FRINGE BENEFITS					\$250
	TOTAL SALARIES & WAGES	\$355,315	\$642,280	\$642,280	\$423,869	\$394,853
221	UTIL-TELEPHONE/TELEG	\$73	\$9,000	\$9,000	\$8,294	\$14,637
231	OFFICE SUPPLIES	\$7,945	\$13,000	\$13,000	\$9,202	\$9,680
232	POSTAGE	\$2,000	\$5,000	\$5,000	\$2,430	\$1,100
254	ADVERTISING					
261	EQUIPMENT RENTAL		\$1,000	\$1,000	\$586	\$8,625
262	RENT	\$57,383	\$92,000	\$92,000	\$103,081	\$98,760
272	MILEAGE	\$1,940	\$500	\$500	\$36	\$924
282	BOARD TRAVEL & MISC					
290	MEMBERSHIPS & DUES		\$2,000	\$2,000	\$1,216	\$1,170
302	INS-COMPREHENSIVE					\$5,620
404	BOOKS & PERIODICALS		\$1,000	\$1,000	\$763	\$620
411	PRINTED FORMS					\$500
434	INDIRECT COSTS		\$61,332	\$48,209	\$50,836	\$43,474
439	OTHER COSTS					\$250
501	CONTRACTUAL SERVICES		\$3,000	\$3,000	\$12,802	\$5,100
506	PROF SERVICES		\$28,500	\$28,500	\$1,892	
511	LEGAL EXPENSE					
521	TRAINING	\$125	\$1,250	\$1,250	\$883	\$1,000
523	ADMIN RECORDS					
724	SERVICE AGREEMENTS		\$9,425	\$9,425	\$10,118	
	TOTAL SUPPLIES & EXP	\$69,466	\$227,007	\$213,884	\$202,139	\$191,460
803	COMPUTER EQUIPMENT	\$3,035	\$40,350	\$40,350	\$17,380	\$2,200
808	OFFICE EQUIPMENT	\$7,447	\$16,345	\$16,345	\$15,234	\$2,783
820	BLDG. RENOVATION					
855	RESVE-SYSTEM UPGRADE					
	TOTAL CAPITAL OUTLAY	\$10,482	\$56,695	\$56,695	\$32,614	\$4,983
	TOTAL BUDGET	\$435,263	\$925,982	\$912,859	\$658,621	\$591,296

SALARY DETAIL
HEARINGS DEPARTMENT

<u>QUANTITY</u>	<u>CLASSIFICATION</u>	<u>SALARY</u>
1	Department Manager	\$ 50,004
3	Hearing Examiner	112,020
1	Hearing Investigator	28,956
4	Staff Assistant III	93,537
1	Staff Assistant IV	<u>25,284</u>
		\$309,801

IV INFORMATION SYSTEMS DEPARTMENT

DEPARTMENT DESCRIPTION

During 1985-86, the department concentrated on the training of Information Coordinators and the acquisition and installation of the Agency's mini-computer. In 1986-87 the emphasis will be on completing a series of special projects to upgrade the existing computer programs for faster and more accurate delivery of information.

The department is responsible for maintaining manual and electronic files, describing the current legal rent level and history of administrative and legal activity affecting each controlled rental unit in the city. This work is carried out by staff assistants and data processing personnel. Administrative Analysts evaluate the impact of legal decisions on individual rent levels, and assist the EDP Programmer Analyst in computer operations and systems updates.

The Registration Data Coordinator, under the supervision of an Administrative Analyst, collects new and amended registration forms provided by property owners. Special programs are underway to collect data on currently unregistered units.

The Data Processing Coordinator is responsible for the issuance of registration fee bills to owners of controlled rental properties and the collection of registration fees. She is also responsible for maintaining electronic billing history and evaluating owner-occupied and senior fee waiver requests.

Public Information - Information Coordinators and the Receptionist, under the supervision of the Senior Administrative Analyst, staff the public desk and agency phones, responding to public inquiries. They also receive and route petitions and applications submitted to the Board.

<u>Classification</u>	<u>Authorized Positions 1985-1986</u>	<u>Mid-Year Changes</u>	<u>Positions Occupied 5-9-86</u>	<u>Proposed Positions 1986-1987</u>
Department Manager	1	1	1	1
Senior Admin. Analyst	1	1	1	1
Admin. Analyst	0	2	1.5	2
EDP Programmer Analyst	1	1	1	1
Petsum Coordinator	1	1	1	1
Data Processing Coord.	1	1	1	1
Hearing Investigator	1	1	1	1
Senior Information Coord.	1	1	0	0
Information Coordinator	5	5	6	6
Staff Assistant IV	1	1	0	1
Staff Assistant III	1	1	1	1
Receptionist	1	1	1	1
TOTAL	15	17	15.5	17

One additional Administrative Analyst position was added by the Board in October 1985, making the total 1986-87 budget request 1.5 positions more than currently occupied.

SIGNIFICANT CHANGES

In 1986-87 the Manager of the Information Systems Department will place greater emphasis on training and developing her staff, and fully utilizing the capacity of the recently obtained mini-computer. The Information Coordinators will be trained to handle a broader range of rent control questions including questions about removals, exemptions, condominiums, street light pass-throughs, and the new Ellis regulations. More staff resources will be devoted to making MAR (maximum allowable rent)

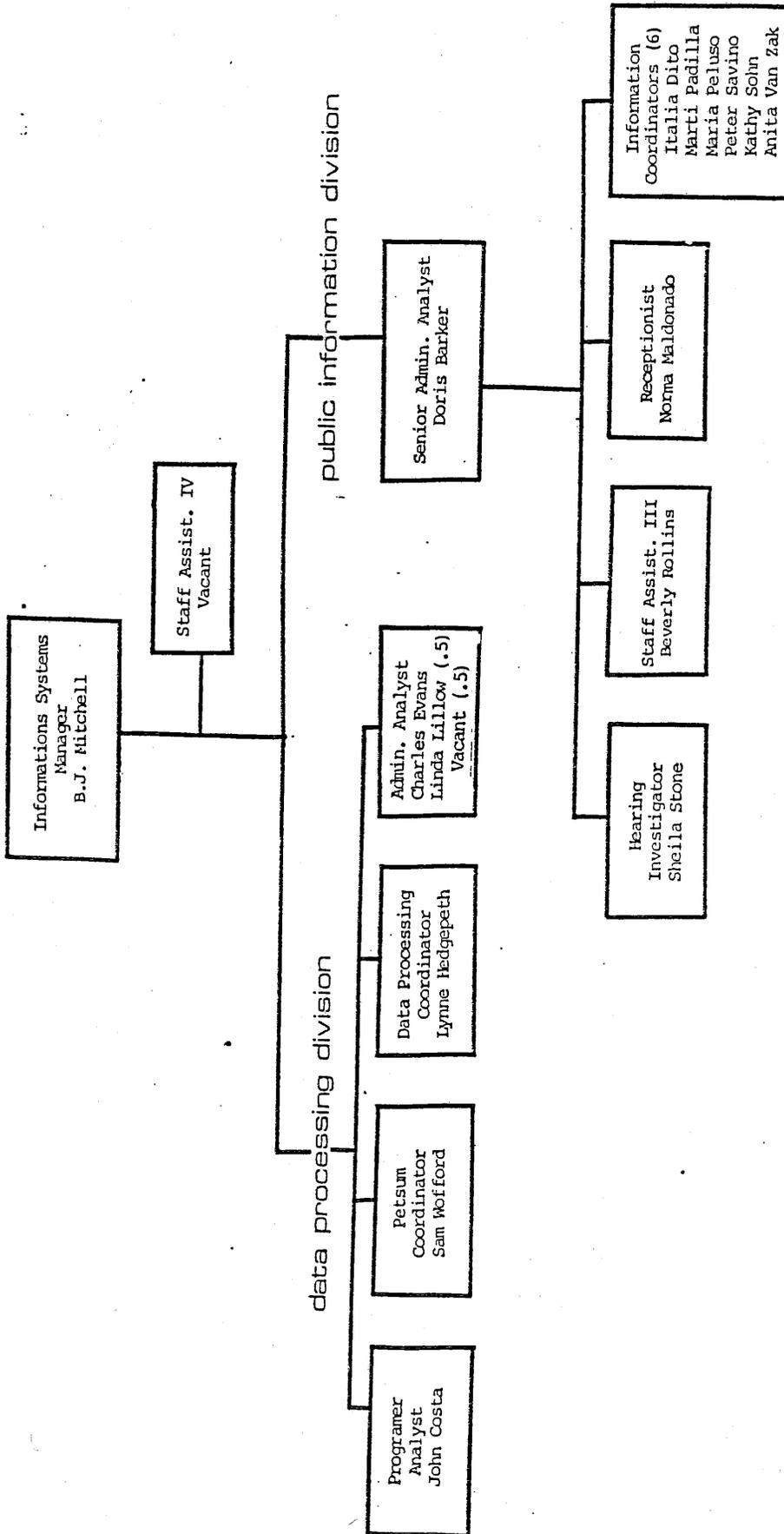
determinations. For example, a full-time Administrative Analyst, who was formerly assigned to the Administration Department, will be spending 40 hours per week preparing, reviewing, and expediting the production of MAR determination letters.

1986-87 PERFORMANCE OBJECTIVES

- A. 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.

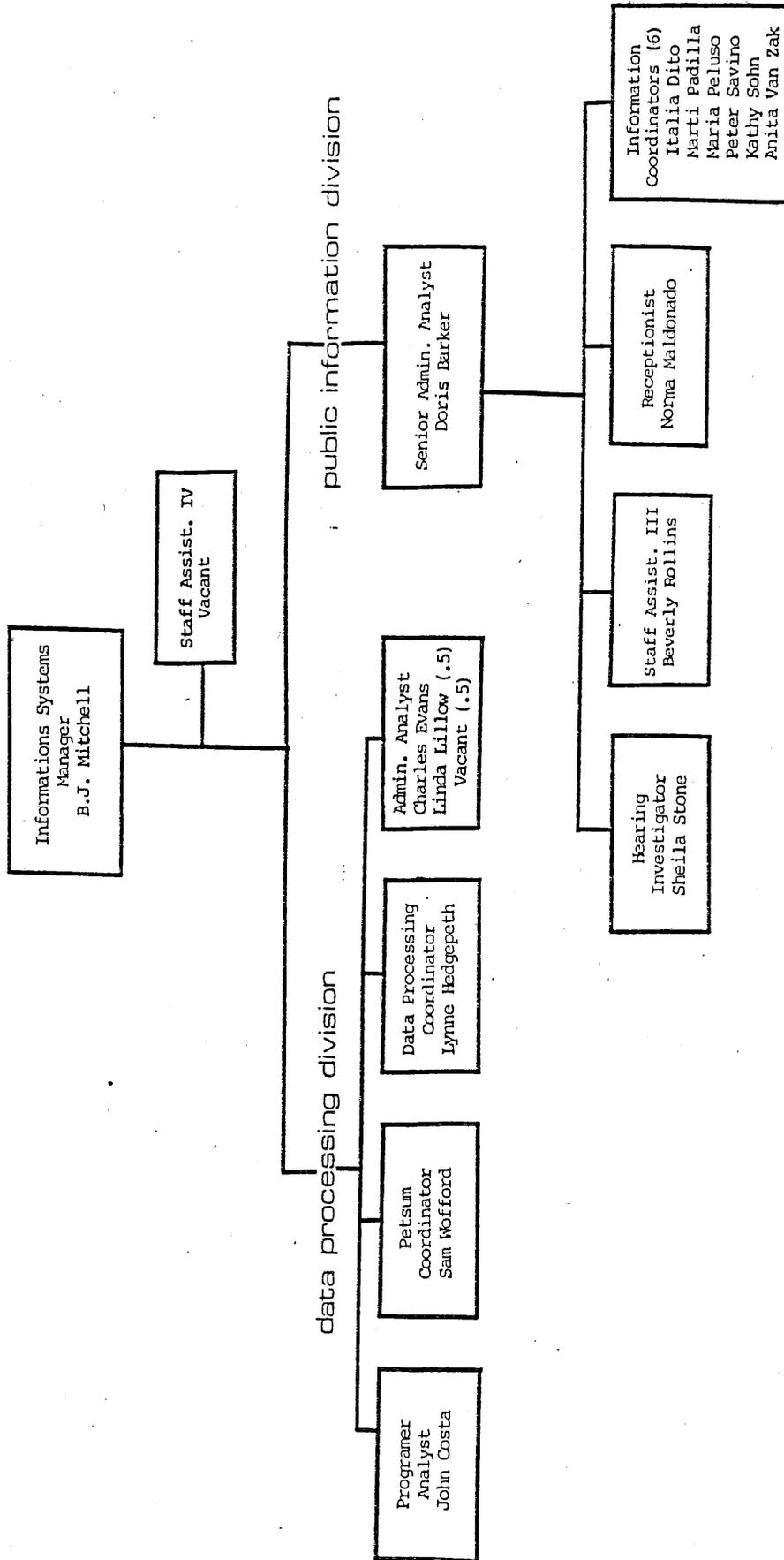
- B. Mail Maximum Allowable Rents to Tenants and Owners of Controlled Units - Complete data base projects and testing for MAR accuracy, and begin mailings to owners and tenants. This objective includes upgrading the existing computer programs for faster and more accurate delivery of MAR data.

Information Systems



FY 1985-1986

Information Systems



FY 1986-1987

28-May-86

INFORMATION SYSTEMS DEPARTMENT

OBJ	DESCRIPTION	FY 84-85 ACTUAL EXPENSES	FY 85-86 ADOPTED BUDGET	FY 85-86 REVISED BUDGET	FY 85-86 ESTIMATED ACTUALS	FY 86-76 PROPOSED BUDGET
100	PERMANENT EMPLOYEES	\$236,767	\$363,244	\$363,244	\$355,525	\$472,797
104	BOARD ALLOWANCE					
149	OVERTIME	\$4,371			\$4,448	\$9,064
150	AS-NEEDED EMPLOYEES	\$18,355	\$15,000	\$15,000	\$54,713	\$12,228
172	INS-UNEMPLOYMENT		\$1,513	\$1,513		\$1,940
173	INS-COMPENSATION		\$3,000	\$3,000		\$1,590
174	INS-EMPL HEALTH/DENT	\$23,161	\$49,500	\$49,500	\$29,184	\$44,280
177	RETIREMENT CONTRIB	\$32,207	\$62,538	\$62,538	\$62,066	\$73,782
197	OTHER FRINGE BENEFITS					\$250
	TOTAL SALARIES & WAGES	\$314,861	\$494,795	\$494,795	\$505,937	\$615,931
221	UTIL-TELEPHONE/TELEG		\$8,000	\$8,700	\$1,740	\$12,628
231	OFFICE SUPPLIES	\$939	\$11,000	\$12,000	\$9,473	\$16,720
232	POSTAGE	\$1,210	\$2,500	\$2,500	\$44	\$1,900
254	ADVERTISING					
261	EQUIPMENT RENTAL		\$8,750	\$8,750	\$8,598	\$6,926
262	RENT					
272	MILEAGE		\$100	\$100	\$88	\$42
282	BOARD TRAVEL & MISC					
290	MEMBERSHIPS & DUES		\$600	\$600	\$598	\$250
302	INS-COMPREHENSIVE					
404	BOOKS & PERIODICALS		\$1,000	\$1,000	\$206	\$1,110
411	PRINTING					\$500
434	INDIRECT COSTS		\$61,333	\$61,333	\$61,333	\$109,495
439	OTHER COSTS					\$250
501	CONTRACTUAL SERVICES				\$323	
506	PROF SERVICES		\$3,500	\$3,500		
511	LEGAL EXPENSE					
521	TRAINING	\$195	\$1,250	\$5,750	\$5,596	\$3,500
523	ADMIN RECORDS.					
724	SERVICE AGREEMENTS		\$5,000	\$14,700	\$4,122	
	TOTAL SUPPLIES & EXP	\$2,344	\$103,033	\$118,933	\$92,120	\$153,321
803	COMPUTER SYSTEMS		\$2,950	\$30,550	\$26,573	\$37,596
808	OFFICE EQUIPMENT	\$2,118	\$11,500	\$11,500	\$274	\$30,965
820	BLDG. RENOVATION					\$550
855	RES - SYSTEM UPGRADE			\$6,700		\$16,700
	TOTAL CAPITAL OUTLAY	\$2,118	\$14,450	\$48,750	\$26,846	\$85,811
	TOTAL BUDGET	\$319,323	\$612,278	\$662,478	\$624,904	\$855,063

SALARY DETAIL

INFORMATION SYSTEMS DEPARTMENT

<u>Quantity</u>	<u>Classification</u>	<u>Salary</u>
1	Department Manager	\$ 50,004
1	Sr. Administrative Analyst	35,280
2	Administrative Analyst	61,638
1	EDP Programmer Analyst	⁹ 38 ,852
1	Data Processing Coord.	27, ⁷⁴⁸ 204
1	Petsum Coordinator	28,608
6 ⁷	Information Coordinator	136,591
1	Staff Assistant IV	22,080
1	Staff Assistant III	29,712
<u>1</u>	Receptionist	<u>21,748</u>
18		\$469,673
		472,797

