

SANTA MONICA RENT CONTROL BOARD

Proposed Operating Budget

1987/88

5/26/87

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INTRODUCTION

The passage by the State Legislature of SB 2580 (Petris) in October 1986 marked the beginning of fifteen months of greatly expanded demands on the services of the Rent Control Agency. By mandating that cities with registration of controlled rental units provide all landlords and tenants with certified Maximum Allowable Rents and decide all appeals of those determinations no later than January 1988, the bill in effect required large augmentations in all parts of the agency.

The proposed 1987/88 Rent Control operating budget includes planned expenditures of \$4,679,323. Included in this amount is \$769,245 in specifically identified expenditures to comply with the legislation. The Agency's compliance efforts are hereafter referred to as the Petris Project.

The proposed operating budget represents a 29% increase over the 1986/87 Revised Budget; 19% of the increase is accounted for by the Petris Project alone. The Revised Budget was itself a 31% increase over the budget adopted by the Board in June 1986. A large proportion of the 1986/87 revisions represents the Agency's initial Petris Project activities.

STAFFING

The 1986-87 adopted budget provided funding for 46.4 positions. During the year the Board approved the addition of one Hearing Examiner, 1.5 Staff Assistant III's, and one Supervising Staff Assistant in the Hearings Department; one Staff Attorney and one Legal Secretary I in the Legal Department. The Board approved the following Petris Project positions as well: one Assistant Department Manager in Hearings; one Staff Assistant II, one Data Entry Operator, and six Information Coordinators in Information Systems.

The proposed 1987-88 budget provides funding for 54.1 permanent positions and 8 Petris positions. It is the same number of total positions as 1986-87 except for a .2 increase for one part-time position, the addition of a staff attorney on limited appointment for 12 months, and the conversion of two Petris positions into regular staff positions. Funding is also provided for 24.5 As-Needed positions including 19 six-month Petris positions, and 11 full-time equivalent Hearings Examiners for Petris for up to six months.

The personnel cost for the permanent and temporary/permanent positions is projected to be \$2,007,250 for salaries and \$510,048 for fringe benefits. Total personnel costs, exclusive of contract Hearings Examiners represent 67.4% of the agency's budget.

SOURCES OF REVENUE

| | |
|--|--------------|
| Registration Fees | \$3,840,000 |
| Loan from City of Santa Monica | 700,000 |
| Interest Earnings | 147,550 |
| Administrative Record Fees | 1,000 |
| Refunded Registration Fees | -100,000 |
| Other Funds (Savings from Prior Years) | <u>5,700</u> |
| Total | \$4,594,250 |

POTENTIAL SOURCES OF REVENUE

| | |
|--|--------------|
| Charges to recover costs of Rehabilitation Appraisals and Contractors Estimates | \$52,000 |
| Charges to recover costs of Titles Searches on Ellis Properties | <u>3,380</u> |
| Total | \$55,380 |

The Santa Monica City Council approved a loan of \$700,000 to the Rent Control Board to allow the costs of the Petris Project for 1987/88 to be deferred, thereby allowing the registration fee to be reduced. The loan will be repaid in two years beginning in FY 1988/89.

It is the Agency's policy to refund registration fees to any property owner who obtains a removal permit, exemption, owner-occupied fee waiver, senior citizen fee waiver, or Section 8 housing fee waiver from the Board. Staff estimates that there will be \$100,000 in refunded registration fees in 1987/88 based on the refunded registration fees in 1986/87.

Staff recommends that two other sources of revenue be considered by the Board. One is to charge applicants for the cost to the Board of rehabilitation appraisals for Category "B" and "C" removals and contractor estimates for Category "C" removals. The second is to charge owners removing their property under Ellis for the cost of required title searches to insure that the deed restrictions are recorded correctly.

INTRODUCTION

The passage by the State Legislature of SB 2580 (Petris) in October 1986 marked the beginning of fifteen months of greatly expanded demands on the services of the Rent Control Agency. By mandating that cities with vacancy controls provide all landlords and tenants with certified Maximum Allowable Rents and decide all appeals of those determinations no later than January 1988, the bill in effect required large augmentations in all parts of the agency.

The proposed 1987/88 Rent Control operating budget includes planned expenditures of \$4,652,957. Included in this amount is \$698,879 in specifically identified expenditures to comply with the legislation. The Agency's compliance efforts are hereafter referred to as the Petris Project.

The proposed operating budget represents a 29% increase over the 1986/87 Revised Budget; 19% of the increase is accounted for by the Petris Project alone. The Revised Budget was itself a 31% increase over the budget adopted by the Board in June 1986. A large proportion of the 1986/87 revisions represents the Agency's initial Petris Project activities.

1987-88 GOALS

The concentrated effort required by the Petris Project diminishes the amount of agency resources available for other programs. The major goal of the agency is to send out certified Maximum Allowable Rents to landlords and tenants on all units by October 31, 1987 and to have all resulting petitions and appeals completed by January 1, 1988.

The Petris Project expenditures projected in this budget are based on an estimation that objection petitions will be filed on 20% of all properties.

In addition to the Petris Project, the agency plans to complete the microfiche records project, produce twelve information brochures and an informational videotape. Staff will also begin an owner-occupied exemption monitoring project. An outside consultant is scheduled to complete a study of options for an inclusionary housing program, and staff will implement the program in Spring, 1988.

An upgrading of the computer system is planned, both to provide adequate capacity for current applications and sufficient memory for redesigning the system.

The agency continues to look for innovative ways to house all of its departments in insufficient space. Additional space is being rented and remodeled at 819 Broadway to house Petris Project clerical staff and hearing rooms.

STAFFING

The 1986-87 adopted budget provided funding for 46.4 positions. During the year the Board approved the addition of one Hearing Examiner, 1.5 Staff Assistant III's, and one Supervising Staff Assistant in the Hearings Department; one Staff Attorney and one Legal Secretary I in the Legal Department. The Board approved the following Petris Project positions as well: one Assistant Department Manager in Hearings; one Staff Assistant II, one Data Entry Operator, and six Information Coordinators in Information Systems.

The proposed 1987-88 budget provides funding for 54.1 permanent positions and 7 Petris positions. It is the same number of total positions as 1986-87 except for a .2 increase for one part-time position and the conversion of two Petris positions into regular staff positions. Funding is also provided for 25.5 As-Needed positions including 19 six-month Petris positions, and 11 full-time equivalent Hearings Examiners for Petris for up to six months.

The personnel cost for the permanent and temporary/permanent positions is projected to be \$1,962,492 for salaries and \$498,711 for fringe benefits. Total personnel costs, exclusive of contract Hearings Examiners represent 67.3% of the agency's budget.

Chart I shows the agency staffing levels since 1979. Chart II shows the proposed permanent staffing for 1987-88 by civil service classification, and Chart III shows current and proposed permanent staffing by department.

REVENUE

The Board ended fiscal year 1985/86 with a Fund Balance of \$774,195 which was held in a reserve account for emergencies. Such an emergency occurred with the passage of the Petris bill, which required the Agency to hire new staff and placed an additional burden on all systems. As a result, all available funds were allocated and no funds will be carried over to fiscal year 1987/88 except \$5,700 in the Reserve for Computer System Upgrade which is reflected in the proposed budget for Information Systems.

To fund the Rent Control Board at a level sufficient to complete the Petris Project as well as carry on the day-to-day business of agency and pursue a limited number of new programs, staff recommends a registration fee of \$12 per month. The recommended fee is based on the assumption that there are 32,000 rent controlled units in the city and that 100% of them will pay the registration fee. The following chart shows the sources of revenue which will be used to fund the 1987/88 Rent Control Program.

SOURCES OF REVENUE

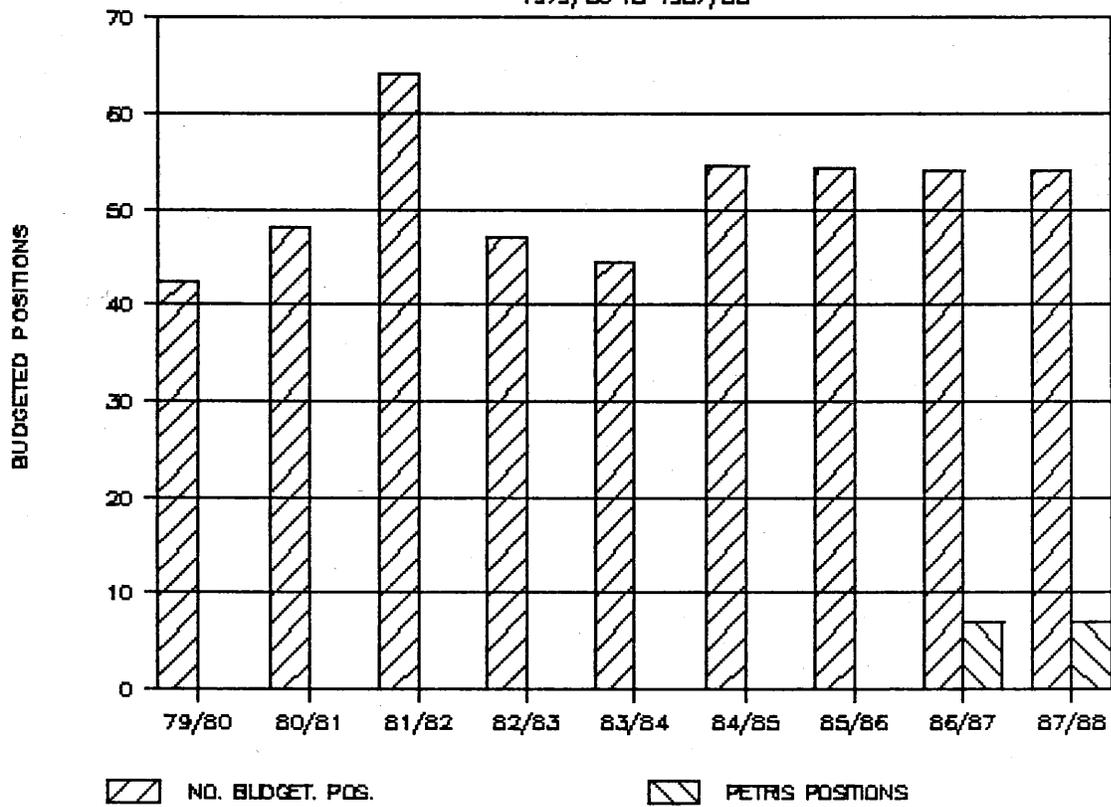
| | |
|--|--------------|
| Registration Fees | \$4,608,000 |
| Interest Earnings | 149,760 |
| Administrative Record Fees | 1,000 |
| Refunded Registration Fees | -80,000 |
| Other Funds (Savings from Prior Years) | <u>5,700</u> |
| Total | \$4,684,460 |

POTENTIAL SOURCES OF REVENUE

| | |
|--|--------------|
| Charges to recover costs of Rehabilitation Appraisals and Contractors Estimates | \$52,000 |
| Charges to recover costs of Titles Searches on Ellis Properties | <u>3,380</u> |
| Total | \$55,380 |

PERMANENT & TEMP./PERM. POSITIONS

1979/80 TO 1987/88



28-May-87

CHART II

PERMANENT STAFF
UNDER PROPOSED BUDGET

Agency Total

| Classification | Authorized 1986-87 | Mid-Year Changes 1986-87 | Mid-Year Petris 1986-87 | Proposed Positions 1987-88 | Proposed Petris Positions |
|-------------------------|-----------------------|--------------------------------|-------------------------------|----------------------------------|---------------------------------|
| Administrator | 1.0 | 1.0 | | 1.0 | |
| General Counsel | 1.0 | 1.0 | | 1.0 | |
| Hearings Dept. Mgr. | 1.0 | 1.0 | | 1.0 | |
| Info. Systems Mgr. | 1.0 | 1.0 | | 1.0 | |
| Staff Atty. | 5.0 | 6.0 | | 6.0 | |
| Hearing Examiner | 3.0 | 4.0 | | 5.0 | |
| Sr. Admin. Analyst | 3.0 | 3.0 | | 3.0 | |
| Admin. Analyst | 4.4 | 4.4 | | 4.6 | |
| Admin. Staff Asst. | 2.0 | 2.0 | | 2.0 | |
| Hrng. Investigator | 2.0 | 2.0 | | 2.0 | |
| Data Processing Coord. | 1.0 | 1.0 | | 1.0 | |
| Petsum Coordinator | 1.0 | 1.0 | | 1.0 | |
| EDP Programmer Analyst | 1.0 | 1.0 | | 1.0 | |
| Legal Staff Assist. | 1.0 | 1.0 | | 0.0 | |
| Legal Secretary II | 3.0 | 3.0 | | 4.0 | |
| Legal Secretary I | 0.0 | 1.0 | | 0.0 | |
| Info. Coordinator | 7.0 | 7.0 | 6.0 | 7.0 | 6.0 |
| Staff Assistant IV | 3.0 | 2.0 | | 2.0 | |
| Staff Assistant III | 5.0 | 7.5 | 1.0 | 8.5 | |
| Receptionist | 1.0 | 1.0 | | 1.0 | |
| Asst. Hrg. Dept. Mgr. | 0.0 | 0.0 | 1.0 | 0.0 | 1.0 |
| Supervising Staff Asst. | 0.0 | 1.0 | | 1.0 | |
| Data Entry Operator | 0.0 | 0.0 | 1.0 | 1.0 | |
| TOTAL | 46.4 | 51.9 | 9.0 | 54.1 | 7.0 |

28-May-87

Chart III

LABOR SUMMARY

| DEPARTMENT | AUTHORIZED 1985-87 | MID-YEAR CHANGES | MID-YEAR PETRIS CHANGES | PROPOSED POSITIONS 1987-88 | PROPOSED PETRIS POSITIONS |
|----------------|-----------------------|---------------------|-------------------------------|----------------------------------|---------------------------------|
| Administration | 8.4 | 8.4 | | 8.5 | |
| Hearings | 10.0 | 13.5 | 1.00 | 14.5 | 1.00 |
| Info Sys. | 18.0 | 18.0 | 8.00 | 20.0 | 6.00 |
| Legal | 10.0 | 12.0 | | 11.0 | |
| | ----- | ----- | ----- | ----- | ----- |
| TOTAL | 46.4 | 51.9 | 9 | 54.1 | 7 |

28-May-87

AGENCY BUDGET

| OBJ | DESCRIPTION | FY 84-85 | FY 85-86 | FY 86-87 | FY 86-87 | FY 86-87 | FY87-88 | FY87-88 | FY 87-88 |
|------------------------|-----------------------|--------------------|--------------------|-------------------|-------------------|-----------------------|--------------------|-----------------|---------------------|
| | | ACTUAL EXPENSES | ACTUAL EXPENSES | ADOPTED BUDGET | REVISED BUDGET | PROJECTED EXPENSES | PROPOSED BUDGET | PETRIS COSTS | NON-PETRIS COSTS |
| AGENCY | | | | | | | | | |
| 100 | PERMANENT EMPLOYEES | \$1,083,240 | \$1,220,709 | \$1,447,945 | \$1,733,438 | \$1,587,037 | \$1,962,492 | \$98,802 | \$1,863,690 |
| 104 | BOARD ALLOWANCE | \$20,475 | \$18,711 | \$17,625 | \$17,625 | \$15,200 | \$17,625 | \$0 | \$17,625 |
| 149 | OVERTIME | \$15,917 | \$16,447 | \$20,483 | \$20,483 | \$37,042 | \$19,622 | \$0 | \$19,622 |
| 150 | AS-NEEDED EMPLOYEES | \$65,177 | \$155,284 | \$22,578 | \$136,928 | \$288,856 | \$308,363 | \$219,762 | \$88,601 |
| 171 | MEDICRE EMP CONT | \$0 | \$89 | \$0 | \$0 | \$6,570 | \$14,432 | \$4,233 | \$10,199 |
| 172 | INS-UNEMPLOYMENT | \$0 | \$0 | \$5,882 | \$5,882 | \$7,032 | \$9,083 | \$1,274 | \$7,809 |
| 173 | INS-COMPENSATION | \$0 | \$0 | \$4,300 | \$4,300 | \$162,357 | \$290,487 | \$11,488 | \$278,999 |
| 174 | INS-EMPL HEALTH/DENT | \$97,786 | \$97,143 | \$118,080 | \$118,080 | \$124,295 | \$177,000 | \$10,500 | \$166,500 |
| 177 | RETIREMENT CONTRIB | \$191,378 | \$214,079 | \$226,468 | \$226,468 | \$281,662 | \$321,711 | \$16,197 | \$305,515 |
| 197 | OTHER FRINGE BENEFITS | \$0 | \$0 | \$1,750 | \$1,750 | \$0 | \$1,000 | \$0 | \$1,000 |
| TOTAL SALARIES & WAGES | | \$1,473,973 | \$1,722,462 | \$1,865,111 | \$2,264,954 | \$2,510,051 | \$3,121,816 | \$362,256 | \$2,759,560 |
| 221 | UTIL-TELEPHONE/TELEG | \$28,791 | \$38,192 | \$41,599 | \$41,599 | \$72,216 | \$50,999 | \$7,320 | \$43,679 |
| 231 | OFFICE SUPPLIES | \$39,743 | \$52,158 | \$44,000 | \$83,500 | \$82,068 | \$97,631 | \$15,440 | \$82,191 |
| 232 | POSTAGE | \$25,809 | \$34,582 | \$32,020 | \$33,020 | \$33,454 | \$46,415 | \$9,869 | \$36,546 |
| 254 | ADVERTISING | \$8,823 | \$2,062 | \$1,000 | \$1,000 | \$3,885 | \$1,000 | \$0 | \$1,000 |
| 261 | EQUIPMENT RENTAL | \$37,889 | \$37,930 | \$32,875 | \$32,875 | \$28,517 | \$17,391 | \$6,730 | \$10,661 |
| 262 | RENT | \$57,383 | \$93,776 | \$98,760 | \$118,760 | \$108,258 | \$123,577 | \$20,926 | \$102,651 |
| 272 | MILEAGE | \$3,689 | \$4,992 | \$3,820 | \$3,820 | \$3,633 | \$4,726 | \$585 | \$4,141 |
| 282 | BOARD TRAVEL & MISC | \$3,173 | \$3,171 | \$1,750 | \$1,750 | \$3,673 | \$2,000 | \$0 | \$2,000 |
| 290 | MEMBERSHIPS & DUES | \$2,398 | \$3,131 | \$3,070 | \$3,070 | \$5,024 | \$4,944 | \$279 | \$4,665 |
| 302 | INS-COMPREHENSIVE | \$8,096 | \$34,152 | \$49,500 | \$57,787 | \$69,342 | \$72,230 | \$0 | \$72,230 |
| 404 | BOOKS & PERIODICALS | \$5,116 | \$8,077 | \$3,000 | \$3,000 | \$8,234 | \$6,720 | \$300 | \$6,420 |
| 411 | PRINTING | \$8,017 | \$29,532 | \$48,800 | \$48,800 | \$53,590 | \$62,450 | \$2,500 | \$59,950 |
| 434 | INDIRECT COSTS | \$197,344 | \$232,207 | \$274,712 | \$286,301 | \$274,742 | \$335,696 | \$0 | \$335,696 |
| 439 | OTHER COSTS | \$0 | \$0 | \$1,000 | \$1,000 | \$1,713 | \$1,000 | \$250 | \$750 |
| 501 | CONTRACTUAL SERVICES | \$0 | \$14,751 | \$11,750 | \$11,750 | \$32,257 | \$60,804 | \$3,500 | \$57,304 |
| 506 | PROF SERVICES | \$62,108 | \$95,127 | \$73,500 | \$269,150 | \$151,799 | \$405,870 | \$216,800 | \$189,070 |
| 511 | LEGAL EXPENSE | \$71,412 | \$19,051 | \$12,000 | \$32,000 | \$15,356 | \$8,880 | \$0 | \$8,880 |
| 521 | TRAINING | \$7,612 | \$7,659 | \$6,500 | \$6,500 | \$7,819 | \$10,500 | \$2,000 | \$8,500 |
| 523 | ADMIN RECORDS | \$477 | \$4,721 | \$4,000 | \$4,000 | \$552 | \$1,000 | \$0 | \$1,000 |
| 724 | SERVICE AGREEMENTS | \$18,826 | \$23,534 | \$31,500 | \$31,500 | \$35,593 | \$52,898 | \$18,092 | \$34,806 |
| TOTAL SUPPLIES & EXP | | \$586,706 | \$738,805 | \$775,156 | \$1,071,182 | \$991,725 | \$1,366,731 | \$286,999 | \$1,079,733 |
| 803 | COMPUTER SYSTEMS | \$3,035 | \$48,125 | \$49,363 | \$51,425 | \$61,494 | \$84,497 | \$16,575 | \$67,922 |
| 808 | OFFICE EQUIPMENT | \$10,069 | \$17,463 | \$39,765 | \$184,299 | \$137,544 | \$23,213 | \$3,050 | \$20,163 |
| 820 | BLDG. RENOVATION | \$0 | \$23,142 | \$1,550 | \$11,550 | \$10,052 | \$36,000 | \$30,000 | \$6,000 |
| 855 | RESUE-SYSTEM UPGRADE | \$0 | \$0 | \$16,700 | \$16,700 | \$7,936 | \$20,700 | \$0 | \$20,700 |
| TOTAL CAPITAL OUTLAY | | \$13,104 | \$88,730 | \$107,378 | \$263,974 | \$217,026 | \$164,409 | \$49,625 | \$114,785 |
| TOTAL BUDGET | | \$2,073,783 | \$2,549,997 | \$2,747,645 | \$3,600,110 | \$3,718,802 | \$4,652,957 | \$698,879 | \$3,954,077 |
| | | (+17,496) | | | | | | | |

PERMANENT EMPLOYEE/SALARIES

Allocation: \$1,962,492 (Total Agency Positions 61.1)

Department Detail:

| | | |
|---------------------|---|----------------|
| Administration | 8.6 positions | \$ 327,929 |
| Hearings | 15.5 positions (inc. 1 Petris position) | 515,147 |
| Information Systems | 26.0 positions (inc. 6 Petris positions) | 677,752 |
| Legal | 11.0 positions | <u>441,664</u> |
| Agency Total | 61.1 positions (inc. 7 Petris positions) | 1,962,492 |

104 BOARD ALLOWANCE

Allocation: \$17,625

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

149 OVERTIME

Allocation: \$19,622

Administration: \$1,835 for clerical support for the Administration Department during periods of peak workload.

Hearings: \$2,768 for clerical support which may be required to meet Board mandated deadlines for complaint, base rent, increase and decrease petitions.

Information Systems: \$11,663 for Information Coordinators to calculate Maximum Allowable Rents and make evening callbacks on inquiries; clerical support for peak workloads periods.

Legal: \$3,356 for Legal Secretary clerical support which may be needed in emergency situations.

150 AS-NEEDED EMPLOYEES

Allocation: \$308,363

To comply with the requirements of the Petris legislation, the Agency will be hiring temporary employees through December 31, 1987. Other As-Needed staff are those required to complete the microfiche records project and student workers in the Hearings Department.

Hearings: \$178,968 for two Administrative Analysts, twelve Staff Assistants and two student workers for the Petris Project as well as two additional student workers.

Information Systems: \$92,663 for one Staff Assistant for the Petris Project and one Senior Administrative Analyst and 3.5 Staff Assistants for the microfiche project.

Legal: \$36,732 for one Staff Attorney and one Legal Secretary for the Petris Project.

171 INSURANCE/MEDICARE

Allocation: \$14,432

Medicare regulations require that a contribution of 1.45 percent of Permanent and As-Needed staff salaries be made for all employees hired after April, 1986.

172 INSURANCE/UNEMPLOYMENT

Allocation: \$9,083

Unemployment insurance contribution is computed at a rate of .4 percent of gross salaries, which include both permanent and As-Needed categories.

173 INSURANCE/WORKERS COMPENSATION

Allocation: \$290,487

The City of Santa Monica projects its total Worker's Compensation costs to be \$1.9 million. The Rent Control Board's allocation of \$73,687 represents a 3.8 percent share of the total costs.

The Board has been part of the City's Worker's Compensation fund fund since 1983. Through an oversight, the Board has not been charged correctly for its participation in the fund. An additional \$216,799 is included in the allocation for the last several years of coverage for which the City had not previously billed the agency.

174 INSURANCE/EMPLOYEE HEALTH-DENTAL

Allocation: \$177,000

Though the premiums for the individual health and dental plans selected by permanent employees may vary, a flat rate of \$3,000 per year per employee is used in projecting the allocation. This amount includes funding for health and dental benefits for seven temporary/permanent employees for six months and 55 permanent employees for twelve months.

177 RETIREMENT CONTRIBUTION

Allocation: \$321,711

The retirement contribution for the Rent Control staff is calculated by applying a factor of 16.393 percent to the total salaries of permanent staff. In accordance with terms of the Memorandum of Understanding with the agency's bargaining units, this amount includes the 7% employee contribution.

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 Agency and its collective bargaining units. The current Memorandum of Understanding with the Employees Action Committee includes a provision to reimburse video display terminal operators for the cost of annual vision testing not to exceed \$50. This allocation provides funds for 20 reimbursements.

221 UTILITIES/TELEPHONE

Allocation: \$50,999

This allocation covers telephone expense for the entire agency as well as gas, water and electricity for the Hearings Department as required by the lease. The allocation includes a 5% increment for inflation, the same factor used by the City of Santa Monica, as well as an additional \$7,320 for the Petris Project at the Hearings Office.

The following shows the staff estimate for phone, gas, water and electricity expenses:

| | |
|------------------|----------|
| Phone | \$35,000 |
| Gas | 650 |
| Water | 1,250 |
| Electricity | 6,778 |
| Petris increment | 7,320 |

231 OFFICE SUPPLIES

see separate sheet

Allocation: \$97,631

The Rent Control Board purchases its office supplies through the City's Purchasing Department, which 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. Supplies for the microfiche project which began in the 1986-87 fiscal year is scheduled to be completed in this fiscal year are included as well.

232 POSTAGE

Allocation: \$46,415

This allocation covers the postage costs of the annual mass mailings, the newsletter, and other regular mailings.

| | |
|------------------------------------|----------|
| Rent Control News | \$19,000 |
| General Adjustment Mailing | 6,260 |
| Registration Fee Mailing | 1,760 |
| Petris Mailings (Information Sys.) | 3,850 |
| Petris Mailings (Hearings) | 6,019 |
| General Mailings | 9,526 |

5,615



254 ADVERTISING

Allocation: \$1,000

This allocation covers the cost of publishing public notices and other announcements required by law. This is sufficient to publish 12 legal notices that are two standard typewritten pages in length.

261 EQUIPMENT RENTAL

Allocation: \$17,391

Postage Meter and Scale: \$412

The agency rents a postage meter and scale for the use of the Hearings Department which does not have access to the City Hall mail room.

Lexis: \$10,000

This allocation includes the monthly rental and use fee for access to a computerized legal research system which is used by the Legal Department.

Sparkletts: \$249

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

Furniture Rental: \$6,730

To provide desks, chairs, and other necessary equipment for the six months of the Petris Project.

Wang Work Station: \$700

To provide an additional Wang work station at the Hearings Department for the Petris Project.

262 RENT

Allocation: \$123,577

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 for the Hearings Department; another 1,200 sq. ft. will be leased in the same building for Petris-related office space and hearing rooms. Additionally, the allocation includes funds to pay the property tax on the building, estimated at \$2,600, as required by the triple net lease.

272 MILEAGE

Allocation: \$4,726

This allocation provides for car allowances for staff as well as mileage reimbursements for 7,500 miles at 22.5 cents per mile.

282 BOARD TRAVEL & MISCELLANEOUS EXPENSES

Allocation: \$2,000

The board incurs travel expenses for trips to Sacramento to testify on proposed state legislation that would affect Santa Monica Rent Control programs. Nominal expenses related to conducting Board meetings are also charged to this account.

290 MEMBERSHIPS AND DUES

Separate

Allocation: \$4,944

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: \$72,230

General Liability: \$60,000

The agency carries a \$500,000 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.

All Risk Property Insurance: \$3,000

Includes fire and theft coverage for office equipment, furniture and valuable papers. It also covers all computer equipment and software owned by the agency at both office locations.

Multi-Peril Insurance for Property at 819 Broadway:
\$1,400

The lease agreement for the Hearings Department office requires that the agency provide multi-peril insurance. This policy, through the City of Santa Monica, provides \$1,000,000 coverage for the building with a \$1,000 deductible.

Faithful Performance Bond: \$330

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

Estimated Adjustment to 1986-87 General Liability:

\$7,500

General liability premiums are based on actual payroll expenditures for the term of the insurance. This allocation reflects the anticipated adjustment that will be required based on higher payroll figures resulting from Petris compliance.

404 BOOKS AND PERIODICALS

Allocation: \$6,720

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

*Computer manuals
HP magazines*

411 PRINTING

Allocation: \$62,450

Quarterly Newsletters: \$39,400

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

Charter Amendment and Regulations: \$6,000

The estimated printing cost of copies of the Rent Control Law and regulations which are dispensed to the public at no cost.

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

Brochures: \$10,650

The Board is planning to produce 12 public information brochures. The allocation represents the printing costs of those brochures including tax.

Petris Mailing: ~~\$2,500~~ 3770

The estimated cost for printing letters and enclosures for the Petris Project.

434 ADMINISTRATIVE INDIRECT COSTS

Allocation: \$335,696

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 occupied by the Rent Control Agency. Since the agency occupies 4,167 sq. ft. in City Hall, which represents 8.67% of the space in City Hall, the Rent Control Board is assessed 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 assessment.

Audit Expenses: \$1,084

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 - Modified total direct costs in 1985-86

Allocation Percentage - 2.78% of total audit costs to the City.

City Attorney: \$69,603

Services Rendered - Rent-control related litigation
Allocation Base - Estimated City Attorney staff time spent on Rent Control advice and assistance.

Allocation Percentage - 3.55%

City Clerk, Council: \$1,244

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

Allocation Base - The number of City Council agenda items in 1985-86.

Allocation Percentage - .65%

City Clerk, General: \$1,303

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

Allocation Base - The number of City Council agenda items in 1985-86.

Allocation Percentage: .65%

City Manager: \$8,343

Services Rendered - Advice about administrative and policy matters.

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

Allocation Percentage - 1.0%

Data Processing, Operations: \$5,583

Services Rendered - Use of City's computer system,
advice and assistance on hardware components

Allocation Base - Number of CPU seconds required for
Rent Control applications

Allocation Percentage - 1.38%

Data Processing, Programming: \$14,553

Services Rendered - Emergency data processing support,
advice and training

Allocation Base - Data processing staff time spent in
assistance to Rent Control in 1985-86.

Allocation Percentage - 2.3%

Finance, Accounting: \$45,912

Services Rendered - Disbursing funds to vendors and
conducting other necessary accounting activities.

Allocation Base - Number of warrants issued in 1985-86

Allocation Percentage - 5.08%

Finance, Payroll: \$6,163

Services Rendered - Processing the payroll for the
Rent Control staff

Allocation Base - Authorized full-time positions in
1985-86

Allocation Percentage - 4.09%

Finance, Treasurer/Management: \$7,881

Services Rendered - The management and investment of Rent Control funds. For 1987-88. the expected rate of return on invested Rent Control funds is 6.5%.

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

Allocation Percentage - 3.7%

Finance, Treasurer/Receipts: \$6,998

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

Allocation Base - Cash receipts issued in 1985-86.

Allocation Percentage - 4.55%

General Services, Administration: \$8,791

Services Rendered - Consultation on phone systems and other administrative questions related to Rent Control.

Allocation Base - Actual time of General Services staff spent on Rent Control administrative matters in 1985-86.

Allocation Percentage - 1.68

General Services, City Hall Maintenance: \$36,782

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

Allocation Base - Square feet occupied by Rent Control Board offices in City Hall.

Allocation Percentage - 4.98

General Services, City Yards: \$4,585

Services Rendered - Processing work order through the General Services system.

Allocation Base - Actual time of City Yard staff spent on Rent Control applications in 1985-86.

Allocation Percentage - 1.20%

General Services, Electrical Facilities Maintenance:

\$13,428

Services Rendered - Routine electrical work performed by the City's electrical shop personnel.

Allocation Base - Actual electrician labor hours from 1985-86.

Allocation Percentage - 2.85%

General Services, Public Facilities Maintenance:

\$14,406

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

Allocation Base - Actual labor hours spent on Rent Control projects in 1985-86.

Allocation Percentage - 2.13%

Mayor/City Council: \$3,221

Services Rendered - Attention of the Mayor's and City Council's office to issues concerning the Rent Control Board, including agenda items for City Council meetings.

Allocation Base - Number of City Council Agenda items requested by the Rent Control Board or Administrator.

Allocation Percentage - .65%

Personnel, General: \$30,070

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 for Rent Control staff.

Allocation Base - Actual time spent by Personnel staff on Rent Control Board matters in 1984-85.

Allocation Percentage - 4.32%

Personnel, Recruitment: \$39,951

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

Allocation Base - Actual time spent on recruitment of permanent and as-needed Rent Control staff in 1985-86.

Allocation Percentage - 9.66

Purchasing: 14,616

Services Rendered - Administration of the low bid centralized purchasing system, including identification of lowest bidder and issuance of purchase orders.

Allocation Base - The number of purchase order placed by the Rent Control Board in 1985-86.

Allocation Percentage - 3.59%

Warehouse: \$1,179

Services Rendered - Storing office supplies which are purchased in large volume, and disbursement upon request. Charges are not incurred until the disbursement is made.

Allocation Base - The dollar value of warehouse issuances to the Rent Control Board in 1985-86.

Allocation Percentage - 1.01

439 OTHER COSTS

Allocation: \$1,000

For miscellaneous nominal expenditures less than \$10 from petty cash. This might apply to keys, photographic supplies, batteries, parking reimbursements, etc.

501 CONTRACTUAL SERVICES

Allocation: \$60,804

Administration: \$5,000

For mailhouse services to mail the newsletter and other mass mailings.

Hearings: \$45,904

\$10,460 for custodial services;

\$31,680 for an attorney service to serve subpoenas and advance witness fees.

\$264 to monitor the burglar alarm system

\$3,500 for additional contractual services for Petris Project which include subpoena service and witness fees as well as messenger service.

Information Systems: ~~\$1,000~~ 1763

\$1,000 for storage and retrieval of files after microfiching in complete.

Legal: \$8,900

\$700 for a registered process server.

\$8,200 for messenger service

506 PROFESSIONAL SERVICES

Allocation: \$405,870

Administration: \$125,780

\$2,000 for design of 12 informational brochures

\$27,000 for a lobbyist to represent the Board's interests in Sacramento.

\$2,000 for cable TV production of informational programs

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

\$6,000 for a court reporter to take down the proceedings of each Board meeting.

\$6,000 for the cost of reimbursing the City for a police officer to serve as sergeant-at-arms at regular Board meetings.

\$76,780 for the study and development of alternative proposals for an inclusionary housing program.

Hearings : \$228,090

\$216,800 for 10 full-time equivalent contract Hearing Examiners for six months and one full-time equivalent contract Hearing Examiner for 11 weeks to conduct Petris-related hearings.

\$11,290 for a personnel analysis study of Hearings Department staffing.

Legal: \$52,000

The Board has contracted with a real estate appraiser in connection with removal permits. Based upon an average cost per case of \$2,200, this allocation provides \$40,000 for 18 category B and C appraisals. Seventeen Category C cases are projected which would require estimates of construction costs. An estimated \$12,000 is included to cover these contractor costs.

The Board may wish to consider establishing a fee for removal applications which would allow for the recovery of the costs of appraisals and construction cost estimates.

511 LEGAL EXPENSE

Allocation: \$8,880

The allocation covers costs related to the employment of outside counsel, shorthand reporter and other direct costs of litigation and \$3,380 to conduct title searches for Ellis properties.

The Board may want to consider a regulation which requires Ellis applicants to reimburse the agency for the cost of required title searches.

521 TRAINING

Allocation: \$10,500

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

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associations and other educational organizations.

Approximately \$5,000 is for Legal and Hearings Department staff members to learn or improve their skills on the Wang. The allocation 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: \$1,000

For costs 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 \$52,898

This allocation covers the costs of purchasing service agreements for office equipment and computer hardware and software. The service agreement provides for regular maintenance and repair of covered equipment at no additional cost.

| | |
|-----------------------------------|-------------------------|
| IBM 70 copier (City Hall) | \$ 8,343 |
| IBM 60 copier (Hearings) - 6 mos. | 3,462 |
| IBM 70 copier (Hearings - 6 mos. | 3,198 |
| Wang Word Processing Hardware | 21,000 |
| Wang Word Processing Software | 1,584 |
| Hewlett-Packard Computer Hardware | 7,908 |
| Hewlett-Packard Software | 2,569 ✓ 4468 |
| Microfiche equipment | 2,990 ✓ |
| New Hewlett-Packard equipment | 1,344 ✓ |
| Additional Petris equipment | 500 |

~~Other Software~~ ~~4681900~~
*The IBM 70 copier is scheduled to arrive approximately July 1. The first six months of maintenance are at no additional charge.

803 COMPUTER SYSTEMS

Allocation: ~~\$84,497~~

Administration: \$8,000

Graphics Computer compatible with Hewlett-Packard system to produce graphics in-house for publications. \$6,000

Hewlett-Packard terminal for use of exemptions staff. \$2,000

Hearings: \$17,375

2 reconditioned Wang word processors for Hearing Examiners and Staff Assistant IV \$1,450

Back-up Disk for Wang \$300

Wang Software development to maximize the efficiency of the Wang system 2,500

9 reconditioned Wang work stations for Petris Project staff \$6,525

2 Hewlett-Packard terminals for Petris Project staff \$4,000

2 Hewlett-Packard printers for Petris Project staff \$1,600

Cabling for all computer equipment \$1,000

Information Systems: \$55,172

Second year of existing lease/purchase agreement of
Hewlett-Packard computer \$44,184

1 Hewlett-Packard terminal for Petris Project staff
\$2,000

Spellcheck software \$3,500

Installation and yearly line charge for new HP
equipment \$890

System to add Hearings Department terminals directly
to system (including 4 ports, 2 multiplexers, 2 modems and one
lease lines) \$3,708

Miscellaneous 890

Legal: \$3,950

2 reconditioned Wang Work stations \$1,450

Wang software development to improve the efficiency of
the system \$2,500

808 OFFICE EQUIPMENT

Allocation: \$23,213

Administration: \$3,187

One-third of existing lease/purchase agreement (second
year) on IBM 70 copier at City Hall \$3,187

Hearings: \$10,268

Fourth year of existing lease/purchase agreement on
IBM 60 copier at Hearings Department (6 mos.) \$3,769

Lease/purchase on IBM 70 copier at Hearings Department
(6 mos for Petris, 6 mos to replace IBM 60) \$6,099

Video Cassette Recorder for public information
presentations \$400

Information Systems: \$5,872

Storage Credenza \$300

Shelving Unit \$800

5 Microfiche Readers \$1,585

One-third of existing lease/purchase agreement (second
year) on IBM 70 copier at City Hall \$3,187

Legal: \$3,887

Binding Machine \$700

One-third of existing lease/purchase agreement (second
year) on IBM 70 copier at City Hall \$3,187

820 BUILDING RENOVATION

Allocation: \$36,000

Electrical re-wiring and carpeting - \$15,000
Hearings Dept. (Petris)

Remodeling - Hearings Dept. (Petris) \$20,000

Carpeting for Legal Department 1,000

855 RESERVE FOR COMPUTER SYSTEM UPGRADES

Allocation: \$20,700

The Board has approved an allocation of \$10,000 per year of computer system upgrades. An additional yearly allocation of \$5,000 provides the capacity to upgrade the system at a pace sufficient to keep up with increased demand. Included in this \$15,000 allocation for 87/88 is \$9324 for the purchase of Hewlett-Packard upgrade equipment including memory board and disk drive on a five-year lease/purchase. To this allocation is added \$5,700 carried over from 86/87.

** 2200² ADCC Cards*

REVENUE ANALYSIS

Revenues for Fiscal Year 1987/88 are projected to be \$4,678,760. The sources of these revenues are registration fees, interest earnings on unexpended Rent Control Funds, and reimbursements for administrative records.

For Fiscal Year 1987/88, staff proposes a registration fee of \$12.00 per month or \$144 per year. This is an increase of \$5.00 per month over the current year. This fee would generate \$4,608,000, based on an estimate of 32,000 controlled rental units.

The second source of revenues is interest earnings on city-invested Rent Control funds. Staff estimates revenues from that source to be \$149,760, based on the City Treasurer's expected 6.5% rate of return on invested funds.

The third revenue source is from reimbursements for the production of administrative records. The agency provides administrative records as a reimbursable service to members of the public who request them. Staff estimates that the Agency will receive \$1,000 in administrative record fee reimbursements.

The normal fourth source of funds is savings from prior budget years. Staff does not expect to carry over any savings from prior years as a result of expenditures on the Petris Project other than \$5,700 in the Reserve for System Upgrade.

It is the Agency's policy to refund registration fees to any property owner who obtains a removal permit, exemption, owner-occupied fee waiver, senior citizen fee waiver, or Section 8 housing fee waiver from the Board. Staff estimates that there will be \$80,000 in refunded registration fees in 1987/88 based on the refunded registration fees in 1986/87.

Staff recommends that two other sources of revenue be considered by the Board. One is to charge applicants for the cost to the Board of rehabilitation appraisals for Category "B" and "C" removals and contractor estimates for Category "C" removals. The second is to charge owners removing their property under Ellis for the cost of required title searches to insure that the deed restrictions are recorded correctly.

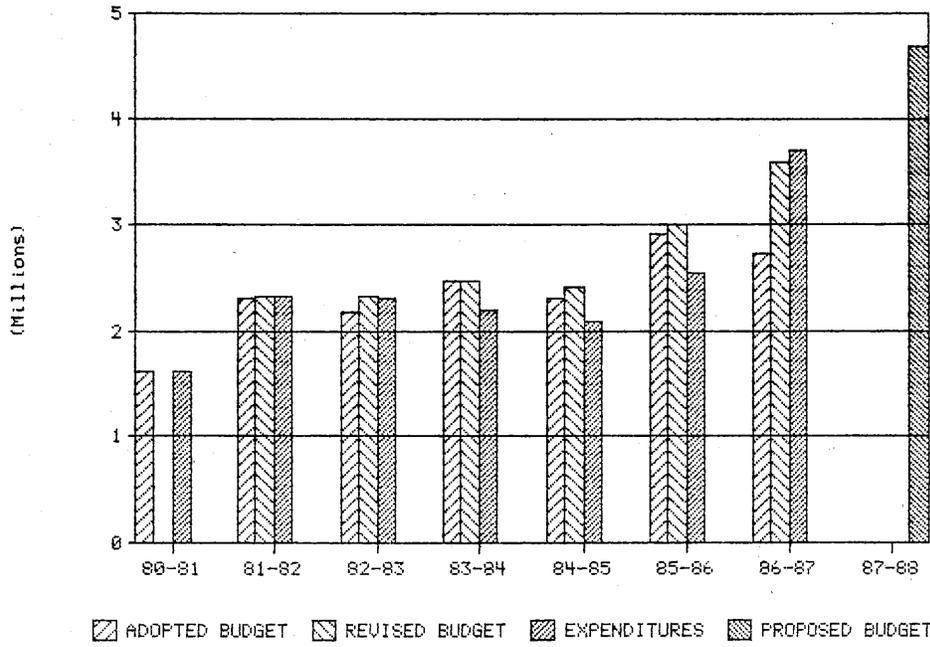
28-May-87

EXPENDITURE COMPARISONS - 1984/85 TO 1987/88

| DEPARTMENTS | FY 84-85 ACTUAL EXPENSES | FY 85-86 ACTUAL EXPENSES | FY 86-87 ADOPTED BUDGET | FY 86-87 REVISED BUDGET | FY 86-87 PROJ. EXPEND. | FY 87-88 PROPOSED BUDGET | FY 87-88 PETRIS BUDGET | CHANGE* AMOUNT | % |
|---------------------|--------------------------------|--------------------------------|-------------------------------|-------------------------------|------------------------------|--------------------------------|------------------------------|-------------------|--------|
| ***** | | | | | | | | | |
| ADMINISTRATION | | | | | | | | | |
| Salaries & Wages | \$345,402 | \$377,114 | \$391,931 | \$391,931 | \$432,250 | \$503,352 | \$0 | \$111,421 | 28.4% |
| Supplies & Expenses | \$438,736 | \$310,932 | \$291,165 | \$353,308 | \$399,533 | \$419,919 | \$0 | \$66,611 | 18.9% |
| Capital Outlay | \$0 | \$29,751 | \$12,470 | \$123,801 | \$72,580 | \$11,187 | \$0 | (\$112,614) | -91.0% |
| SUBTOTAL | \$784,138 | \$717,797 | \$695,566 | \$869,040 | \$904,363 | \$934,458 | \$0 | \$65,418 | 7.5% |
| | | | | | | | | | |
| HEARINGS DEPT. | | | | | | | | | |
| Salaries & Wages | \$355,315 | \$431,085 | \$394,853 | \$567,293 | \$640,500 | \$911,785 | \$213,477 | \$344,492 | 60.7% |
| Supplies & Expenses | \$69,466 | \$212,743 | \$191,460 | \$366,395 | \$260,936 | \$577,019 | \$280,468 | \$210,624 | 57.5% |
| Capital Outlay | \$10,482 | \$27,893 | \$4,983 | \$25,781 | \$28,102 | \$62,643 | \$46,175 | \$36,862 | 143.0% |
| SUBTOTAL | \$435,263 | \$671,721 | \$591,296 | \$959,469 | \$929,538 | \$1,551,447 | \$540,120 | \$591,978 | 61.7% |
| | | | | | | | | | |
| INFO SYSTEMS DEPT. | | | | | | | | | |
| Salaries & Wages | \$314,861 | \$511,238 | \$615,931 | \$792,374 | \$880,377 | \$1,042,527 | \$111,367 | \$250,153 | 31.6% |
| Supplies & Expenses | \$2,344 | \$94,101 | \$153,321 | \$187,440 | \$175,953 | \$172,828 | \$7,953 | (\$14,612) | -7.8% |
| Capital Outlay | \$2,118 | \$29,539 | \$85,811 | \$107,528 | \$109,991 | \$77,343 | \$2,000 | (\$30,185) | -28.1% |
| SUBTOTAL | \$319,323 | \$634,878 | \$855,063 | \$1,087,342 | \$1,166,321 | \$1,292,698 | \$121,320 | \$205,356 | 18.9% |
| | | | | | | | | | |
| LEGAL DEPT. | | | | | | | | | |
| Salaries & Wages | \$458,395 | \$403,025 | \$462,396 | \$513,356 | \$518,484 | \$696,241 | \$37,412 | \$182,885 | 35.6% |
| Supplies & Expenses | \$76,160 | \$121,029 | \$139,210 | \$164,039 | \$178,649 | \$202,203 | \$0 | \$38,164 | 23.3% |
| Capital Outlay | \$504 | \$1,547 | \$4,114 | \$6,864 | \$1,307 | \$8,837 | \$1,450 | \$1,973 | 28.7% |
| SUBTOTAL | \$535,059 | \$525,601 | \$605,720 | \$684,259 | \$698,440 | \$907,281 | \$38,862 | \$223,022 | 32.6% |
| | | | | | | | | | |
| AGENCY | | | | | | | | | |
| Salaries & Wages | \$1,473,973 | \$1,722,462 | \$1,865,111 | \$2,264,954 | \$2,471,611 | \$3,153,905 | \$362,256 | \$888,951 | 39.2% |
| Supplies & Expenses | \$586,706 | \$738,805 | \$775,156 | \$1,071,182 | \$1,015,071 | \$1,371,969 | \$288,421 | \$300,787 | 28.1% |
| Capital Outlay | \$30,600 | \$88,730 | \$107,378 | \$263,974 | \$211,980 | \$160,010 | \$49,625 | (\$103,964) | -39.4% |
| SUBTOTAL | \$2,091,279 | \$2,549,997 | \$2,747,645 | \$3,600,110 | \$3,698,662 | \$4,685,884 | \$700,302 | \$1,085,774 | 30.2% |

*Change from 1986-87 revised budget to 1987-88 proposed budget.

ANNUAL BUDGET/EXPENDITURE COMPARISONS
1980/81 TO 1987/88



ADMINISTRATION

Department Description

The Administration Department conducts the fiscal, contract administration, personnel, labor relations, public relations, research, planning and policy development activities of the Rent Control Agency. 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 Board actions, and processing correspondence for the Board.

The Administrator, who heads the Administrative Department, is responsible for directing the over-all operations of the Agency on behalf of the Board.

The proposed staff 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. She represents the Board at any arbitration proceedings that arise.

The second Senior Administrative Analyst is responsible for budget preparation, monitoring, fiscal planning, and evaluation of expenditures. In addition, she is the lead member of a team consisting of two of the Administrative Analysts which prepares staff reports on exemptions, analyses on projects requested by the Board, and will carry out the monitoring of owner-occupied exemptions.

The third Administrative Analyst, the Public Information Officer, produces the Board's quarterly newsletter and implements the public relations program. In the coming year, this will include the production of 12 informational brochures and a videotape which explain aspects of the Rent Control regulations and procedures.

Significant Changes

In addition to the owner-occupied exemption monitoring and the informational brochures and videotapes previously mentioned, the Administration Department plans to continue to develop the research and analysis capability of the division. Among the projects planned is a review and analysis of expenditure and distribution of supplies.

1987-88 Performance Objectives

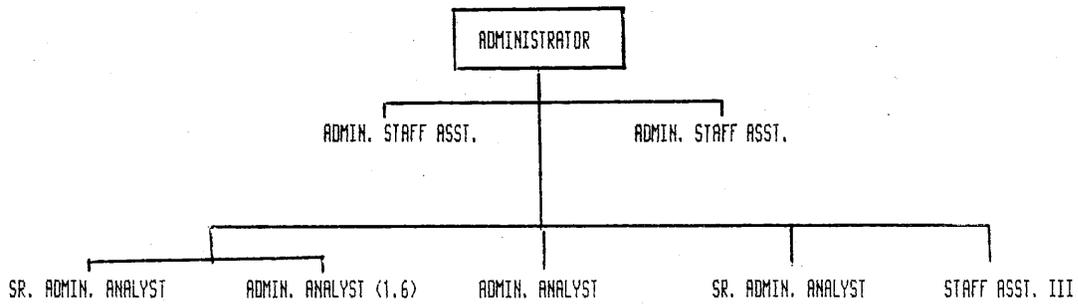
1. Research and Analysis Development - The department will provide training and projects for the improvement of analytical and research skills of the administrative staff.
2. Owner-Occupied Exemption Monitoring - The exemptions staff will complete a project to monitor owner-occupied exemptions granted between 1979 and 1985.

28-May-87

ADMINISTRATION DEPARTMENT

| OBJ | DESCRIPTION | FY 84-85 ACTUAL EXPENSES | FY 85-86 ACTUAL EXPENSES | FY 86-87 ADOPTED BUDGET | FY 86-87 REVISED BUDGET | FY87-88 PROPOSED BUDGET | FY87-88 PETRIS COSTS | FY 87-88 NON-PETRIS COSTS |
|-----|------------------------|--------------------------------|--------------------------------|-------------------------------|-------------------------------|-------------------------------|----------------------------|---------------------------------|
| 100 | PERMANENT EMPLOYEES | \$239,158 | \$262,840 | \$294,258 | \$294,258 | \$327,929 | | \$327,929 |
| 104 | BOARD ALLOWANCE | \$20,475 | \$18,711 | \$17,625 | \$17,625 | \$17,625 | | \$17,625 |
| 149 | OVERTIME | \$7,187 | \$6,388 | \$3,854 | \$3,854 | \$1,835 | | \$1,835 |
| 150 | AS-NEEDED EMPLOYEES | | \$16,515 | | | | | \$0 |
| 171 | MEDICRE EMP CONT | | | | | \$1,022 | | \$1,022 |
| 172 | INS-UNEMPLOYMENT | | | \$1,177 | \$1,177 | \$1,312 | \$0 | \$1,312 |
| 173 | INS-COMPENSATION | | | \$790 | \$790 | \$72,622 | | \$72,622 |
| 174 | INS-EMPL HEALTH/DENT | \$24,237 | \$24,643 | \$22,140 | \$22,140 | \$27,000 | | \$27,000 |
| 177 | RETIREMENT CONTRIB | \$54,345 | \$48,017 | \$51,087 | \$51,087 | \$53,757 | \$0 | \$53,757 |
| 197 | OTHER FRINGE BENEFITS | | | \$1,000 | \$1,000 | \$250 | | \$250 |
| | TOTAL SALARIES & WAGES | \$345,402 | \$377,114 | \$391,931 | \$391,931 | \$503,352 | \$0 | \$503,352 |
| 221 | UTIL-TELEPHONE/TELEG | \$28,718 | \$26,184 | \$6,143 | \$6,143 | \$6,450 | | \$6,450 |
| 231 | OFFICE SUPPLIES | \$26,365 | \$25,788 | \$7,920 | \$7,920 | \$8,237 | | \$8,237 |
| 232 | POSTAGE | \$22,599 | \$30,974 | \$27,920 | \$27,920 | \$27,790 | | \$27,790 |
| 254 | ADVERTISING | \$8,823 | \$2,062 | \$1,000 | \$1,000 | \$1,000 | | \$1,000 |
| 261 | EQUIPMENT RENTAL | \$37,889 | \$8,662 | \$3,663 | \$3,663 | \$156 | | \$156 |
| 262 | RENT | | | | | \$0 | | \$0 |
| 272 | MILEAGE | \$1,749 | \$4,740 | \$2,828 | \$2,828 | \$2,941 | | \$2,941 |
| 282 | BOARD TRAVEL & MISC | \$3,173 | \$3,171 | \$1,750 | \$1,750 | \$2,000 | | \$2,000 |
| 290 | MEMBERSHIPS & DUES | \$2,398 | \$400 | \$250 | \$250 | \$260 | | \$260 |
| 302 | INS-COMPREHENSIVE | \$8,096 | \$34,152 | \$43,880 | \$52,167 | \$70,830 | | \$70,830 |
| 404 | BOOKS & PERIODICALS | \$4,862 | \$3,766 | \$550 | \$550 | \$570 | | \$570 |
| 411 | PRINTING | \$8,017 | \$29,532 | \$47,300 | \$47,300 | \$59,950 | | \$59,950 |
| 434 | INDIRECT COSTS | \$197,344 | \$61,332 | \$54,661 | \$56,967 | \$335,696 | | \$335,696 |
| 439 | OTHER COSTS | | | \$250 | \$250 | \$250 | | \$250 |
| 501 | CONTRACTUAL SERVICES | | \$1,855 | \$6,050 | \$6,050 | \$5,000 | | \$5,000 |
| 506 | PROF SERVICES | \$62,108 | \$65,466 | \$58,500 | \$110,050 | \$125,780 | | \$125,780 |
| 511 | LEGAL EXPENSE | | | | | | | \$0 |
| 521 | TRAINING | \$7,292 | \$1,830 | \$1,000 | \$1,000 | \$1,000 | | \$1,000 |
| 523 | ADMIN RECORDS | \$477 | \$4,721 | | | | | \$0 |
| 724 | SERVICE AGREEMENTS | \$18,826 | \$6,297 | \$27,500 | \$27,500 | \$23,781 | | \$23,781 |
| | TOTAL SUPPLIES & EXP | \$438,736 | \$310,932 | \$291,165 | \$353,308 | \$671,691 | | \$671,691 |
| 803 | COMPUTER SYSTEMS | | \$4,321 | \$7,367 | \$9,429 | \$8,000 | | \$8,000 |
| 808 | OFFICE EQUIPMENT | | \$2,288 | \$4,103 | \$113,372 | \$5,872 | | \$5,872 |
| 820 | BLDG. RENOVATION | | \$23,142 | \$1,000 | \$1,000 | | | \$0 |
| 855 | RESVE-SYSTEM UPGRADE | | | | | | | \$0 |
| | TOTAL CAPITAL OUTLAY | \$0 | \$29,751 | \$12,470 | \$123,801 | \$13,872 | | \$13,872 |
| | TOTAL BUDGET | \$784,138 | \$717,797 | \$695,566 | \$869,040 | \$1,188,914 | \$0 | \$1,188,914 |

ADMINISTRATION DEPARTMENT
FY 1987/88



SALARY DETAIL
ADMINISTRATION DEPARTMENT

| QUANTITY | CLASSIFICATION | SALARY |
|----------|----------------------------|-----------|
| 1 | ADMINISTRATOR | \$68,400 |
| 2 | SR. ADMINISTRATIVE ANALYST | \$81,675 |
| 2.6 | ADMINISTRATIVE ANALYST | \$86,574 |
| 2 | ADMINISTRATIVE STAFF ASST. | \$69,888 |
| 1 | STAFF ASST. III | \$21,392 |
| | | ----- |
| | | \$327,929 |

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 hearing tape case files.

Significant Changes

It is anticipated that the certifications provided in compliance with the Petris legislation will produce objection petitions on 20% of the properties. To resolve questions in dispute, a parallel Petris division is being created within the Hearings Department, under the direction of an Assistant Department Manager. This division will perform all the same functions as the Hearings Department, but within the more limited boundaries of the certifications. The division is scheduled to complete its work by January 1, 1988.

1987-88 Performance Objectives

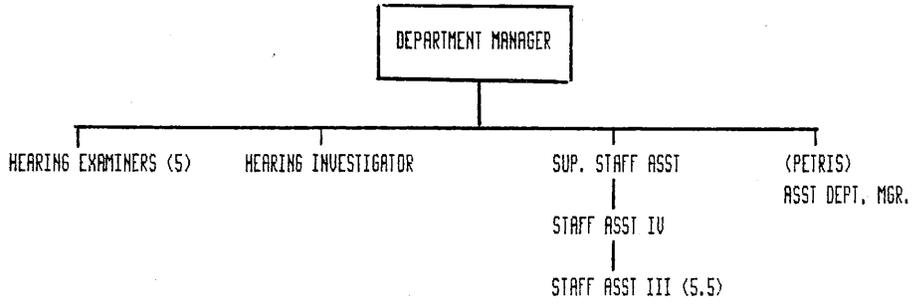
1. Hearing Examiner Training - The department will design and implement a training program for new Hearing Examiners. The program will include written training materials, mock hearings, and small group discussions. The goal of the program is to make new Hearing Examiners 100% effective within 90 days.

28-May-87

HEARINGS DEPARTMENT

| OBJ | DESCRIPTION | FY 84-85 | FY 85-86 | FY 86-87 | FY 86-87 | FY 87-88 | FY87-88 | FY 87-88 |
|-----|------------------------|--------------------|--------------------|-------------------|-------------------|--------------------|-----------------|---------------------|
| | | ACTUAL EXPENSES | ACTUAL EXPENSES | ADOPTED BUDGET | REVISED BUDGET | PROPOSED BUDGET | PETRIS COSTS | NON-PETRIS COSTS |
| 100 | PERMANENT EMPLOYEES | \$272,595 | \$311,160 | \$309,801 | \$482,241 | \$515,147 | \$26,658 | \$488,489 |
| 104 | BOARD ALLOWANCE | | | | | | | \$0 |
| 149 | OVERTIME | \$779 | \$1,373 | \$1,599 | \$1,599 | \$2,768 | | \$2,768 |
| 150 | AS-NEEDED EMPLOYEES | \$12,310 | \$44,501 | \$5,850 | \$5,850 | \$178,968 | \$173,868 | \$5,100 |
| 171 | MEDICRE EMP CONT | | \$55 | | | \$6,805 | \$2,521 | \$4,284 |
| 172 | INS-UNEMPLOYMENT | | | \$1,263 | \$1,263 | \$2,776 | \$802 | \$1,974 |
| 173 | INS-COMPENSATION | | | \$890 | \$890 | \$72,622 | \$3,758 | \$68,864 |
| 174 | INS-EMPL HEALTH/DENT | \$25,096 | \$27,366 | \$27,060 | \$27,060 | \$48,000 | \$1,500 | \$46,500 |
| 177 | RETIREMENT CONTRIB | \$44,535 | \$46,630 | \$48,140 | \$48,140 | \$84,448 | \$4,370 | \$80,078 |
| 197 | OTHER FRINGE BENEFITS | | | \$250 | \$250 | \$250 | \$0 | \$250 |
| | TOTAL SALARIES & WAGES | \$355,315 | \$431,085 | \$394,853 | \$567,293 | \$911,785 | \$213,477 | \$698,307 |
| 221 | UTIL-TELEPHONE/TELEG | \$73 | \$9,640 | \$14,637 | \$14,637 | \$22,689 | \$7,320 | \$15,369 |
| 231 | OFFICE SUPPLIES | \$7,945 | \$9,398 | \$9,680 | \$18,680 | \$33,514 | \$13,837 | \$19,677 |
| 232 | POSTAGE | \$2,000 | \$2,637 | \$1,100 | \$1,100 | \$12,025 | \$6,019 | \$6,006 |
| 254 | ADVERTISING | | | | | | | \$0 |
| 261 | EQUIPMENT RENTAL | | \$503 | \$8,625 | \$8,625 | \$7,235 | \$6,730 | \$505 |
| 262 | RENT | \$57,383 | \$93,776 | \$98,760 | \$118,760 | \$123,577 | \$20,926 | \$102,651 |
| 272 | MILEAGE | \$1,940 | \$103 | \$924 | \$924 | \$1,710 | \$585 | \$1,125 |
| 282 | BOARD TRAVEL & MISC | | | | | | | \$0 |
| 290 | MEMBERSHIPS & DUES | | \$1,013 | \$1,170 | \$1,170 | \$2,211 | \$279 | \$1,932 |
| 302 | INS-COMPREHENSIVE | | | \$5,620 | \$5,620 | \$1,400 | | \$1,400 |
| 404 | BOOKS & PERIODICALS | | \$807 | \$620 | \$620 | \$1,300 | \$300 | \$1,000 |
| 411 | PRINTING | | | \$500 | \$500 | | | \$0 |
| 434 | INDIRECT COSTS | | \$48,209 | \$43,474 | \$45,309 | | | \$0 |
| 439 | OTHER COSTS | | | \$250 | \$250 | \$250 | \$250 | \$0 |
| 501 | CONTRACTUAL SERVICES | | \$11,628 | \$5,100 | \$5,100 | \$45,904 | \$3,500 | \$42,404 |
| 506 | PROF SERVICES | | \$25,540 | | \$144,100 | \$228,090 | \$216,800 | \$11,290 |
| 511 | LEGAL EXPENSE | | | | | | | \$0 |
| 521 | TRAINING | \$125 | \$876 | \$1,000 | \$1,000 | \$4,500 | \$2,000 | \$2,500 |
| 523 | ADMIN RECORDS | | | | | | | \$0 |
| 724 | SERVICE AGREEMENTS | | \$8,613 | | | \$7,952 | \$500 | \$7,452 |
| | TOTAL SUPPLIES & EXP | \$69,466 | \$212,743 | \$191,460 | \$366,395 | \$492,357 | \$279,046 | \$213,311 |
| 803 | COMPUTER SYSTEMS | \$3,035 | \$14,483 | \$2,200 | \$2,200 | \$17,375 | \$13,125 | \$4,250 |
| 808 | OFFICE EQUIPMENT | \$7,447 | \$13,410 | \$2,783 | \$13,581 | \$10,268 | \$3,050 | \$7,219 |
| 820 | BLOG. RENOVATION | | | | \$10,000 | \$35,000 | \$30,000 | \$5,000 |
| 855 | RESVE-SYSTEM UPGRADE | | | | | | | \$0 |
| | TOTAL CAPITAL OUTLAY | \$10,482 | \$27,893 | \$4,983 | \$25,781 | \$62,643 | \$46,175 | \$16,469 |
| | TOTAL BUDGET | \$435,263 | \$671,721 | \$591,296 | \$959,469 | \$1,466,785 | \$538,697 | \$928,087 |

HEARINGS DEPARTMENT
FY 1987/88



SALARY DETAIL
HEARINGS DEPARTMENT

| QUANTITY | CLASSIFICATION | SALARY |
|----------|-----------------------------------|-----------|
| 1 | DEPARTMENT MANAGER | \$50,004 |
| 5 | HEARINGS EXAMINER | \$223,740 |
| 1 | HEARINGS INVESTIGATOR | \$24,714 |
| 1 | SUPERVISING STAFF ASST. | \$34,944 |
| 1 | STAFF ASST. IV | \$29,232 |
| 5.5 | STAFF ASST. III | \$125,855 |
| 1 | ASST. DEPARTMENT MANAGER (PETRIS) | \$26,658 |
| | | ----- |
| | | \$515,147 |

INFORMATION SYSTEMS

Department Description

The Information Systems Department is responsible for maintaining manual and electronic files, researching and 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 Information Coordinators, Staff Assistants, Administrative Analysts and Data Processing personnel.

Information Coordinators provide information to the public regarding the Rent Control law and regulations, and research and determine the Maximum Allowable Rent levels for controlled rental units. Additionally, they collect new and amended registration forms provided by property owners, provide information to the public regarding new state laws such as the Ellis and Petris bills, and receive and process petitions for rent level increases and decreases.

Staff Assistants provide support to all activities in the department through maintenance of the files, memo and letter production, receiving and directing calls from the public, and preparation of informational mailings.

Administrative Analysts develop, prepare and update procedures for new and continuing programs, analyze data base requirements, and prepare research reports as needed.

Data processing personnel input changes into the data base, issue registration fee bills to owners of controlled rental properties, collect fees, maintain the electronic billing history, and evaluate and process owner-occupied and senior fee waiver requests. Additionally, data processing staff develops new computer programs, updates existing programs, designs and installs new systems to meet changing Board requirements, and maintains the operational capabilities of the computer and peripheral electronic equipment.

Significant Changes

In 1987-88 the certification of all Maximum Allowable Rents for controlled rental units will be completed in compliance with the Petris bill. Procedures are already in place for the immediate updating of Maximum Allowable Rent letters to all tenants and landlords each year beginning in August/September and continuing until the first of May.

Performance Objectives

1. Completion of the Maximum Allowable Rent certification program by October 31, 1987.
2. Resume the data base cleanup projects and add procedures for maintaining up-to-date data.
3. Resume the system design phase of the proposed revision of all computer programs.

28-May-87

INFORMATION SYSTEMS DEPART

| OBJ | DESCRIPTION | FY 84-85 ACTUAL EXPENSES | FY 85-86 ACTUAL EXPENSES | FY 86-87 ADOPTED BUDGET | FY 86-87 REVISED BUDGET | FY 87-88 PROPOSED BUDGET | FY87-88 PETRIS COSTS | FY 87-88 NON-PETRIS COSTS |
|-----|------------------------|--------------------------------|--------------------------------|-------------------------------|-------------------------------|--------------------------------|----------------------------|---------------------------------|
| 100 | PERMANENT EMPLOYEES | \$236,767 | \$356,239 | \$472,797 | \$534,890 | \$677,752 | \$72,144 | \$605,608 |
| 104 | BOARD ALLOWANCE | | | | | | | \$0 |
| 149 | OVERTIME | \$4,371 | \$5,116 | \$9,064 | \$9,064 | \$11,663 | | \$11,663 |
| 150 | AS-NEEDED EMPLOYEES | \$18,355 | \$57,545 | \$12,228 | \$126,578 | \$92,663 | \$9,162 | \$83,501 |
| 171 | MEDICRE EMP CONT | | \$34 | | | \$4,392 | \$1,179 | \$3,213 |
| 172 | INS-UNEMPLOYMENT | | | \$1,940 | \$1,940 | \$3,082 | \$325 | \$2,756 |
| 173 | INS-COMPENSATION | | | \$1,590 | \$1,590 | \$72,622 | \$7,730 | \$64,891 |
| 174 | INS-EMPL HEALTH/DENT | \$23,161 | \$28,449 | \$44,280 | \$44,280 | \$69,000 | \$9,000 | \$60,000 |
| 177 | RETIREMENT CONTRIB | \$32,207 | \$63,855 | \$73,782 | \$73,782 | \$111,104 | \$11,827 | \$99,277 |
| 197 | OTHER FRINGE BENEFITS | | | \$250 | \$250 | \$250 | | \$250 |
| | TOTAL SALARIES & WAGES | \$314,861 | \$511,238 | \$615,931 | \$792,374 | \$1,042,527 | \$111,367 | \$931,160 |
| 221 | UTIL-TELEPHONE/TELEG | | \$1,450 | \$12,628 | \$12,628 | \$13,259 | | \$13,259 |
| 231 | OFFICE SUPPLIES | \$939 | \$9,083 | \$16,720 | \$45,220 | \$43,733 | \$1,603 | \$42,130 |
| 232 | POSTAGE | \$1,210 | \$537 | \$1,900 | \$2,900 | \$5,610 | \$3,850 | \$1,760 |
| 254 | ADVERTISING | | | | | | | \$0 |
| 261 | EQUIPMENT RENTAL | | \$7,878 | \$6,926 | \$6,926 | \$0 | \$0 | \$0 |
| 262 | RENT | | | | | | | \$0 |
| 272 | MILEAGE | | \$73 | \$42 | \$42 | \$50 | | \$50 |
| 282 | BOARD TRAVEL & MISC | | | | | | | \$0 |
| 290 | MEMBERSHIPS & DUES | | \$498 | \$250 | \$250 | \$260 | | \$260 |
| 302 | INS-COMPREHENSIVE | | | | | | | \$0 |
| 404 | BOOKS & PERIODICALS | | \$437 | \$1,110 | \$1,110 | \$1,150 | | \$1,150 |
| 411 | PRINTING | | | \$500 | \$500 | \$2,500 | | \$0 |
| 434 | INDIRECT COSTS | | \$61,333 | \$109,495 | \$114,114 | | | \$0 |
| 439 | OTHER COSTS | | | \$250 | \$250 | \$250 | | \$250 |
| 501 | CONTRACTUAL SERVICES | | \$269 | | | \$1,000 | | \$1,000 |
| 506 | PROF SERVICES | | \$2,771 | | | | | \$0 |
| 511 | LEGAL EXPENSE | | | | | | | \$0 |
| 521 | TRAINING | \$195 | \$4,663 | \$3,500 | \$3,500 | \$4,000 | | \$4,000 |
| 523 | ADMIN RECORDS | | | | | | | \$0 |
| 724 | SERVICE AGREEMENTS | | \$5,109 | | | \$17,592 | | \$17,592 |
| | TOTAL SUPPLIES & EXP | \$2,344 | \$94,101 | \$153,321 | \$187,440 | \$89,404 | \$7,953 | \$81,451 |
| 803 | COMPUTER SYSTEMS | | \$28,800 | \$37,596 | \$37,596 | \$55,172 | \$2,000 | \$53,172 |
| 808 | OFFICE EQUIPMENT | \$2,118 | \$739 | \$30,965 | \$52,682 | \$3,187 | | \$3,187 |
| 820 | BLDG. RENOVATION | | | \$550 | \$550 | | | \$0 |
| 855 | RESUE-SYSTEM UPGRADE | | | \$16,700 | \$16,700 | \$20,700 | | \$20,700 |
| | TOTAL CAPITAL OUTLAY | \$2,118 | \$29,539 | \$85,811 | \$107,528 | \$79,058 | \$2,000 | \$77,058 |
| | TOTAL BUDGET | \$319,323 | \$634,878 | \$855,063 | \$1,087,342 | \$1,210,989 | \$121,320 | \$1,089,669 |

SATX + II, Inforce

SAT I (6 mo) 9,162
SAT II (9 mo) 53,466
Penny (9 mo) 29,377

Cass

86187
28,520
7250
9200
9200
1603
18,000
1000

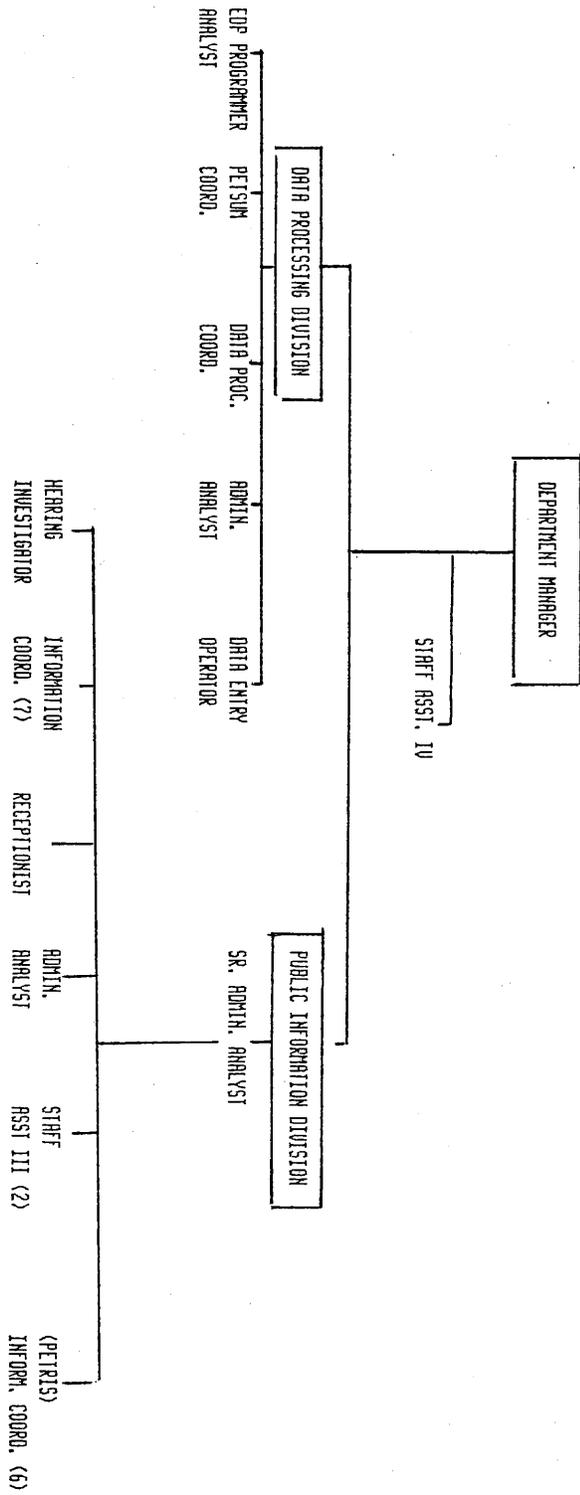
- CASS
33,700 of L
transfers
9200

file storage + retrieval 1,763 needed

2,000 training, 480 dinners, 2000 conf + dinner

17,720 needed

INFORMATION SYSTEMS DEPARTMENT
 FY 1987/88



SALARY DETAIL
INFORMATION SYSTEMS DEPARTMENT

| QUANTITY | CLASSIFICATION | SALARY |
|----------|-----------------------------|-----------|
| 1 | DEPARTMENT MANAGER | \$54,072 |
| 1 | SR. ADMINISTRATIVE ANALYST | \$41,100 |
| 2 | ADMINISTRATIVE ANALYST | \$62,501 |
| 1 | DATA PROCESSING COORD. | \$32,088 |
| 1 | EDP PROGRAMMER ANALYST | \$37,224 |
| 1 | PETSUM COORD. | \$34,442 |
| 1 | HEARINGS INVESTIGATOR | \$31,296 |
| 7 | INFORMATION COORDINATOR | \$198,800 |
| 1 | STAFF ASST IV | \$27,960 |
| 2 | STAFF ASST III | \$43,796 |
| 1 | RECEPTIONIST | \$23,429 |
| 1 | DATA ENTRY OPERATOR | \$18,900 |
| 6 | INFORMATION COORD. (PETRIS) | \$72,144 |
| | | ----- |
| | | \$677,752 |

60

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 responsible for commencement of legal actions to enforce the Rent Control law and Board regulations. 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.

Significant Changes

1987-88 Performance Objectives

1. Enforcement - The department will place increasing emphasis on enforcement of the Rent Control Law through several means including informal contacts with violators, commencement of lawsuits, filing of amicus briefs in cases initiated by landlords or tenants, and support of criminal prosecutions. The main goals will be to correct and discourage charging of excess rents, to oppose evictions in violation of the Rent Control Laws and to prevent removal of units in the absence of a removal permit.

2. Regulatory Reform - The department will take a leading role in the process of identifying areas in which new regulations or amendment of existing ones is needed, and in the drafting of such regulatory language for presentation to the Board and public.

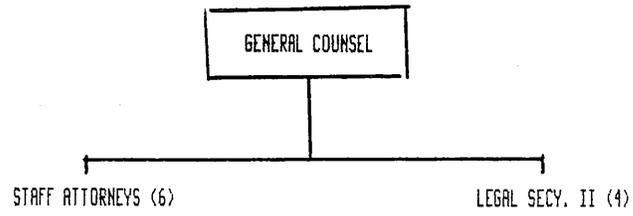
3. Petris Compliance - The department will support the Board and its administration in bearing the increased burdens imposed by their compliance with the Petris Act. It will expedite hearing of appeals of rent certifications by providing clear and succinct staff reports. It will advise the administration as to problems encountered in the certification process and will defend the certifications against legal challenges.

28-May-87

LEGAL DEPARTMENT

| OBJ | DESCRIPTION | FY 84-85 | FY 85-86 | FY 86-87 | FY 86-87 | FY 87-88 | FY87-88 | FY 87-88 |
|-----|------------------------|--------------------|--------------------|-------------------|-------------------|--------------------|-----------------|---------------------|
| | | ACTUAL EXPENSES | ACTUAL EXPENSES | ADOPTED BUDGET | REVISED BUDGET | PROPOSED BUDGET | PETRIS COSTS | NON-PETRIS COSTS |
| 100 | PERMANENT EMPLOYEES | \$334,720 | \$290,470 | \$371,089 | \$422,049 | \$441,664 | \$0 | \$441,664 |
| 104 | BOARD ALLOWANCE | | | | | | | \$0 |
| 149 | OVERTIME | \$3,580 | \$3,570 | \$5,966 | \$5,966 | \$3,356 | | \$3,356 |
| 150 | AS-NEEDED EMPLOYEES | \$34,512 | \$36,723 | \$4,500 | \$4,500 | \$36,732 | \$36,732 | \$0 |
| 171 | MEDICRE EMP CONT | | | | | \$2,213 | \$533 | \$1,680 |
| 172 | INS-UNEMPLOYMENT | | | \$1,502 | \$1,502 | \$1,914 | \$147 | \$1,767 |
| 173 | INS-COMPENSATION | | | \$1,030 | \$1,030 | \$72,622 | \$0 | \$72,622 |
| 174 | INS-EMPL HEALTH/DENT | \$25,292 | \$16,685 | \$24,600 | \$24,600 | \$33,000 | \$0 | \$33,000 |
| 177 | RETIREMENT CONTRIB | \$60,291 | \$55,577 | \$53,459 | \$53,459 | \$72,402 | \$0 | \$72,402 |
| 197 | OTHER FRINGE BENEFITS | | | \$250 | \$250 | \$250 | \$0 | \$250 |
| | TOTAL SALARIES & WAGES | \$458,395 | \$403,025 | \$462,396 | \$513,356 | \$664,152 | \$37,412 | \$626,741 |
| 221 | UTIL-TELEPHONE/TELEG | | \$918 | \$8,191 | \$8,191 | \$8,601 | | \$8,601 |
| 231 | OFFICE SUPPLIES | \$4,494 | \$7,889 | \$9,680 | \$11,680 | \$12,147 | | \$12,147 |
| 232 | POSTAGE | | \$434 | \$1,100 | \$1,100 | \$990 | | \$990 |
| 254 | ADVERTISING | | | | | | | \$0 |
| 261 | EQUIPMENT RENTAL | | \$20,887 | \$13,661 | \$13,661 | \$10,000 | | \$10,000 |
| 262 | RENT | | | | | | | \$0 |
| 272 | MILEAGE | | \$76 | \$26 | \$26 | \$25 | | \$25 |
| 282 | BOARD TRAVEL & MISC | | | | | | | \$0 |
| 290 | MEMBERSHIPS & DUES | | \$1,220 | \$1,400 | \$1,400 | \$2,213 | | \$2,213 |
| 302 | INS-COMPREHENSIVE | | | | | \$0 | | \$0 |
| 404 | BOOKS & PERIODICALS | \$254 | \$3,067 | \$720 | \$720 | \$3,700 | | \$3,700 |
| 411 | PRINTING | | | \$500 | \$500 | | | \$0 |
| 434 | INDIRECT COSTS | | \$61,333 | \$67,082 | \$69,911 | | | \$0 |
| 439 | OTHER COSTS | | | \$250 | \$250 | \$250 | | \$250 |
| 501 | CONTRACTUAL SERVICES | | \$999 | \$600 | \$600 | \$8,900 | | \$8,900 |
| 506 | PROF SERVICES | | \$1,350 | \$15,000 | \$15,000 | \$52,000 | | \$52,000 |
| 511 | LEGAL EXPENSE | \$71,412 | \$19,051 | \$12,000 | \$32,000 | \$8,880 | | \$8,880 |
| 521 | TRAINING | | \$290 | \$1,000 | \$1,000 | \$1,000 | | \$1,000 |
| 523 | ADMIN RECORDS | | | \$4,000 | \$4,000 | \$1,000 | | \$1,000 |
| 724 | SERVICE AGREEMENTS | | \$3,515 | \$4,000 | \$4,000 | \$3,573 | | \$3,573 |
| | TOTAL SUPPLIES & EXP | \$76,160 | \$121,029 | \$139,210 | \$164,039 | \$113,279 | \$0 | \$113,279 |
| 803 | COMPUTER SYSTEMS | | \$521 | \$2,200 | \$2,200 | \$3,950 | \$1,450 | \$2,500 |
| 808 | OFFICE EQUIPMENT | \$504 | \$1,026 | \$1,914 | \$4,664 | \$3,887 | | \$3,887 |
| 820 | BLDG. RENOVATION | | | | | \$1,000 | | \$1,000 |
| 855 | RESVE-SYSTEM UPGRADE | | | | | | | \$0 |
| | TOTAL CAPITAL OUTLAY | \$504 | \$1,547 | \$4,114 | \$6,864 | \$8,837 | \$1,450 | \$7,387 |
| | TOTAL BUDGET | \$535,059 | \$525,601 | \$605,720 | \$684,259 | \$786,268 | \$38,862 | \$747,406 |

LEGAL DEPARTMENT



SALARY DETAIL
LEGAL DEPARTMENT

| QUANTITY | CLASSIFICATION | SALARY |
|----------|--------------------|-----------|
| 1 | GENERAL COUNSEL | \$62,400 |
| 6 | STAFF ATTORNEY | \$261,246 |
| 4 | LEGAL SECRETARY II | \$118,018 |
| | | ----- |
| | | \$441,664 |