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SANTA MONICA  
RENT CONTROL BOARD

**operating budget**  
**fiscal year 1989/90**

**adopted june 8, 1989**

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cover design: sarah mc michael



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SANTA

CITY OF

MONICA



CALIFORNIA

Rent Control Board  
(213) 458-8751

1685 Main Street  
Santa Monica, CA 90401-3295

June 8, 1989

Dear Santa Monica Citizens:

The Santa Monica Rent Control Board's budget for fiscal year 1989/90 represents a reduction in spending of 4.4% from the FY 88/89 budget. This budget can be funded by a registration fee of \$12 per unit per month for each controlled rental unit in the City.


The budget represents some shifts in the staffing levels in various positions in the Agency. One full-time position is eliminated while a part-time Information Coordinator position is added. Overall, the size of the staff increased by one part-time position.

The budget funds all existing programs and provides resources for the new Incentive Housing Program. One full-time Information Coordinator position is allocated to staff the new Incentive Housing Program with the possibility of an additional part-time person being able to assist with the new program.

Fully paying off the balance of the Rent Control Board's debt to the City of Santa Monica is provided for in this budget. Because the Board was able to set aside \$150,000 from FY 1988/89 revenues towards the repayment, this budget contains the remaining \$200,000 due the City on July 1, 1989 plus interest. The Board was forced to borrow money from the City two years ago to finance a major project to meet the requirements of the state-mandated Petris Act.

The Rent Control Board and staff are excited about the prospect of an Incentive Housing Program that will provide affordable housing to low and very low income people. This program is part of the Board's commitment to protect affordable housing, provide necessary services and respond to community concerns. This budget reflects the efforts of the Board and staff to accomplish these goals while at the same time reducing expenditures wherever possible.

Sincerely,

  
Mary Ann Yurkonis  
Administrator

**LABOR SUMMARY**  
**FY 1989/90**

<u>Classification</u>	<u>Authorized 1988/89</u>	<u>Mid-Year Changes 1988/89</u>	<u>Proposed Positions 1989/90</u>
Administration	6.6	2.0	8.6
Hearings	15.0	0.0	15.0
Information Systems	19.0	-1.0	17.5
Legal	11.0	0.0	11.0
<b>TOTAL</b>	<b>51.6</b>	<b>1.0</b>	<b>52.1</b>

**PERMANENT STAFF**  
Under Proposed FY 1989/90 Budget  
**Agency Total**

<u>Classification</u>	<u>Authorized 1988/89</u>	<u>Mid-Year Changes 1988/89</u>	<u>Proposed Positions 1989/90</u>
Administrative Analyst	2.6		2.6
Administrative Staff Assistant	0.0	+1.0	1.0
Administrator	1.0		1.0
Data Entry Operator	1.0		1.0
Data Processing Coordinator	1.0		1.0
EDP Programmer Analyst	2.0		2.0
General Counsel	1.0		1.0
Hearing Examiner	4.0		4.0
Hearings Department Manager	1.0		1.0
Hearing Investigator	1.0		1.0
Information Coordinator	8.0	+1.0	9.5
Information Systems Dept. Manager	1.0		1.0
Legal Secretary II	4.0		4.0
Receptionist	1.0		1.0
Senior Administrative Analyst	2.0		2.0
Staff Assistant II	1.0		1.0
Staff Assistant III	9.0	-1.0	7.0
Staff Assistant IV	3.0		3.0
Staff Attorney	6.0		6.0
<b>TOTAL</b>	<b>51.6</b>	<b>+1.0</b>	<b>52.1</b>

JUNE 8, 1989

FY89/90 ADOPTED BUDGET

AGENCY BUDGET

OBJ	DESCRIPTION	FY 86/87 ACTUAL EXPENSES	FY 87/88 ACTUAL EXPENSES	FY 88/89 ADOPTED BUDGET	FY 88/89 REVISED BUDGET	FY 88/89 PROJECTED EXPENSES	FY 89/90 ADOPTED BUDGET
100	PERMANENT EMPLOYEES	1,629,119	2,031,795	1,948,469	1,952,469	1,846,170	2,126,849
104	BOARD ALLOWANCE	17,400	21,275	17,625	20,625	18,600	23,750
149	OVERTIME	41,749	38,623	14,752	24,752	50,812	20,380
150	AS-NEEDED EMPLOYEES	353,947	617,233	10,105	10,105	56,316	0
171	MEDICRE EMP CONT	7,588	14,910	19,170	17,470	12,728	18,041
172	INS-UNEMPLOYMENT	7,227	8,580	7,893	7,893	7,201	8,589
173	INS-COMPENSATION	162,355	290,487	123,960	123,960	123,960	138,739
174	INS-EMPL HEALTH/DENT	123,198	128,231	165,750	142,000	134,508	199,375
177	RETIREMENT CONTRIB	280,641	303,658	319,179	320,379	309,736	351,118
197	OTHER FRINGE BENEFITS	0	47	1,000	1,000	694	1,000
		(146,902)	(345,402)	0		481	
	TOTAL SALARIES & WAGES	2,476,322	3,109,437	2,627,903	2,620,653	2,561,206	2,887,842
221	UTIL-TELEPHONE/TELEG	76,911	55,362	45,347	36,847	38,160	41,750
231	OFFICE SUPPLIES	84,110	78,939	71,390	66,390	63,412	69,733
232	POSTAGE	43,095	44,835	21,257	28,257	25,592	29,113
254	ADVERTISING	3,801	2,185	3,000	5,000	3,890	5,450
261	EQUIPMENT RENTAL	32,499	14,738	10,657	6,157	6,451	5,494
262	RENT	112,021	113,516	132,802	123,232	123,232	124,328
272	MILEAGE	3,746	3,234	3,597	3,597	4,280	6,094
282	CONF-MTGS-TRAVEL	5,457	5,585	3,980	4,980	8,329	7,000
290	MEMBERSHIPS & DUES	3,870	3,939	6,520	4,708	5,614	6,446
302	INS-COMPREHENSIVE	69,458	46,720	38,622	38,622	35,994	36,177
404	BOOKS & PERIODICALS	9,039	6,004	5,040	5,540	7,899	6,985
411	PRINTING	48,569	35,872	19,895	19,895	17,086	19,500
434	INDIRECT COSTS	274,810	337,424	349,682	355,450	355,450	363,137
439	OTHER COSTS	1,651	226	433,961	584,361	584,361	238,900
501	CONTRACTUAL SERVICES	29,139	43,602	57,129	54,629	35,243	49,288
506	PROF SERVICES	110,509	200,521	147,214	123,932	119,259	154,300
511	LEGAL EXPENSE	22,230	22,237	40,000	40,000	40,000	50,000
521	TRAINING	6,154	1,591	6,000	8,000	8,539	12,500
523	ADMIN RECORDS	454	1,636	1,000	3,400	4,049	3,000
724	SERVICE AGREEMENTS	21,736	50,080	59,480	72,443	74,387	61,419
	TOTAL SUPPLIES & EXP	959,259	1,068,246	1,456,573	1,585,440	1,561,227	1,290,614
803	COMPUTER SYSTEMS	49,026	58,036	74,978	150,633	151,345	51,235
808	OFFICE EQUIPMENT	126,419	24,708	20,496	37,783	42,852	21,051
820	BLDG. RENOVATION	90	26,180	1,000	6,600	7,491	1,050
855	RESVE-SYSTEM UPGRADE	9,418	0	26,376	86,376	76,376	37,500
	TOTAL CAPITAL OUTLAY	184,953	108,924	122,850	281,392	278,064	110,836
	TOTAL BUDGET	3,620,534	4,286,607	4,207,326	4,487,485	4,400,497	4,289,292

## 100 PERMANENT EMPLOYEE SALARIES

**ALLOCATION: \$2,126,849 (Total Agency Positions 52.1)**

Administration	8.6 positions	\$358,301
Hearings	15.0 positions	563,602
Information Systems	18.5 positions	629,258
Legal	11.0 positions	575,688
Agency Total	52.1 positions	\$2,126,849

All salaries are based on a projected 5% cost of living increase commencing July 1 except for the Administrator, General Counsel and members of the Society for Union Employment (SUE). A 5% cost-of-living increase is projected for the Administrator and General Counsel commencing April, 1990. The SUE Memorandum of Understanding does not provide for another cost-of-living increase until the contract is negotiated for the period commencing January 1, 1990. Salaries for Employees Action Committee (EAC) members are also based on a salary grid recast to include steps of 5% increments rather than the current 7%. A projected 5% cost-of-living increase is included for SUE members commencing January 1.

## 104 BOARD ALLOWANCE

**ALLOCATION: \$23,750**

The Rent Control Board Commissioners each receive \$75 per meeting that they attend. This allocation provides funds for the maximum number of meetings permitted by the Charter Amendment -- \$4,750 per commissioner.

## 149 OVERTIME

**ALLOCATION: \$20,380**

This allocation covers \$1,200 for Administration, \$6,600 for Hearings, \$10,000 for the busy summer months in Information Systems and \$2,580 for Legal Department clerical work which cannot be completed in regularly scheduled hours.

## 150 AS-NEEDED EMPLOYEES

**ALLOCATION: \$0**

No As-Needed staff are anticipated.

## 171 INSURANCE/MEDICARE

**ALLOCATION: \$18,041**

Medicare regulations require that a contribution of 1.45 percent of permanent and as-needed staff salaries be made for all employees hired before April, 1986.

## 172 INSURANCE/UNEMPLOYMENT

**ALLOCATION: \$8,589**

Unemployment insurance contribution is computed at a rate of .4 percent of gross salaries, including both permanent and as-needed employees and overtime.

## 173 INSURANCE/WORKERS' COMPENSATION

**ALLOCATION: \$138,739**

The City of Santa Monica projects its total Workers' Compensation costs to be \$2.6 million. The Rent Control Board's allocation of \$138,739 represents a 5.3 percent share of the total costs.

The Rent Control Board has participated in the City's Workers' Compensation fund since 1983. Costs to the City have increased dramatically -- from \$1.6 million to \$2.6 million in the past year. The calculations of the Agency's share are based on the number of employees, with a factor for past and existing claims. This share decreased from 7.8 percent to 5.3 percent in the past year.

## 174 INSURANCE/EMPLOYEE HEALTH-DENTAL

**ALLOCATION: \$199,375**

Though the premiums for the individual health and dental plans selected by permanent employees may vary, a flat rate of \$3,750 per year per permanent employee is used in projecting the allocation. This amount includes funding for health and dental benefits for 53 permanent employees for twelve months.

## 177 RETIREMENT CONTRIBUTION

**ALLOCATION: \$351,118**

The retirement contribution for the Rent Control staff is calculated by applying a factor of 16.381 percent to the total salaries of permanent staff. In accordance with terms of the Memoranda of Understanding (M.O.U.) 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 Memoranda of Understanding between the Agency and its collective bargaining units. The current M.O.U. 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 3 reimbursements. The MOU also provides for tuition reimbursement. The allocation allows for \$850 for such reimbursements.

## 221 UTILITIES/TELEPHONE

**ALLOCATION: \$41,750**

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 represents an 9% decrease from the 1988/89 allocation based on lower expenditures that year. The following shows the staff estimate for phone, gas, water and electricity expenses:

phone	30,000
gas	300
water	1,850
electricity	9,600

## 231 OFFICE SUPPLIES

**ALLOCATION: \$69,733**

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.

232 POSTAGE

**ALLOCATION: \$29,113**

This allocation covers the postage costs of the annual mass mailings and other regular mailings:

General Adjustment/Registration Fee/ Registration Fee Rebills	9,263
Hearings Department Noticing	8,050
General Mailings	10,800
Info Systems - Return Postage for Fee Waivers	500
Legal - Miscellaneous Postage	500

254 ADVERTISING

**ALLOCATION: \$5,450**

This allocation covers the cost of publishing public notices and other announcements required by law. This is sufficient to publish 50 legal notices that are two standard typewritten pages in length.

261 EQUIPMENT RENTAL

**ALLOCATION: \$5,494**

Postage Meter and Scale	432
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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	4,800
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This allocation includes the monthly use fee for access to a computerized legal research system which is used by the Legal Department.

Sparkletts	262
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To lease the water cooler refrigerators in the Rent Control Offices.

## 262 RENT

**ALLOCATION: \$124,328**

There is insufficient space in City Hall to house the agency's Hearing's Department. This allocation includes funds to continue to rent 6,586 square feet of office space at 819 Broadway for the Hearings Department. The lease provides for monthly payments of \$10,027.19 from July 1, 1989 through April 30, 1990 and \$10,528.55 from May 1, 1990 through June 30, 1990. Additionally, the allocation includes funds to pay the property tax on the building, estimated at \$2,884 and \$115 for the business license, as required by the triple net lease.

## 272 MILEAGE

**ALLOCATION: \$6,094**

This allocation provides for car allowances for staff as well as mileage reimbursements for approximately 3,351 miles at 22.5 cents per mile.

## 282 CONFERENCES, MEETINGS AND TRAVEL

**ALLOCATION: \$7,000**

The Board and staff incur 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 MEMBERSHIP AND DUES

**ALLOCATION: \$6,446**

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: \$36,177**

*General Liability: \$35,310*

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.

*Multi-Peril Insurance for Property at City Hall and 819 Broadway: \$500*

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.

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 as well as rental insurance which is also required by the lease.

*Faithful Performance Bond: \$367*

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

**404 BOOKS AND PERIODICALS**

***ALLOCATION: \$6,985***

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 to newspapers and journals.

**411 PRINTING**

***ALLOCATION: \$19,500***

*Charter Amendment and Regulations: 5,600*

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

*Instructions, Information, Forms: 3,100*

*Operating Budget: 500*

*General Adjustment/Registration Fee Letters: 4,500*

*Annual Report: 100*

*Miscellaneous Printing: 5,700*

## 434 ADMINISTRATIVE INDIRECT COSTS

### **ALLOCATION: \$363,137**

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.

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: \$2,421**

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 1987-88.

Allocation Percentage - 3.96% of total audit costs to the City.

### **City Attorney: \$89,160**

Services Rendered - Rent Control related litigation.

Allocation Base - Estimated City Attorney staff time spent on Rent Control advice and assistance.

Allocation Percentage - 4.0%

### **City Manager: \$7,412**

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: \$155**

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 - .09%

**Data Processing, Programming: \$7,056**

Services Rendered - Emergency data processing support, advice and training.

Allocation Base - Data processing staff time spent in assistance to Rent Control in 1987-88.

Allocation Percentage - .8%

**Finance, Accounting: \$64,373**

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

Allocation Base - Number of warrants issued in 1987-88.

Allocation Percentage - 6.24%

**Finance, Payroll: \$11,337**

Services rendered - Processing the payroll for the Rent Control staff.

Allocation Base - Authorized full-time positions in 1987-88.

Allocation Percentage - 3.99%

**Finance, Treasurer/Management: \$8,521**

Services Rendered - The management and investment of Rent Control funds. For 1989-90, 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: \$4,749**

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

Allocation Base - Cash receipts issued in 1987-88

Allocation Percentage - 3.66%

**General Services, City Hall Maintenance: \$43,012**

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, Electrical Facilities Maintenance: \$8,154**

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

Allocation Base - Actual electrician labor hours from 1987-88.

Allocation Percentage - 1.56%

**General Services, Public Facilities Maintenance: \$50,554**

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

Allocation Base - Actual labor hours spent on Rent Control projects in 1987-88. The large increase in this item is the result of major modifications to the Hearings Department to accommodate the Petris Project.

Allocation Percentage - 6.18%

**Personnel, General: \$35,611**

Services Rendered - 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 1987-88.

Allocation Percentage - 4.32%

**Personnel, Recruitment: \$14,447**

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 1987-88.

Allocation Percentage - 5.51

**Purchasing: \$11,902**

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 orders placed by the Rent Control Board in 1987-88.

Allocation Percentage - 2.59%

**Warehouse: \$4,273**

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 1987-88

Allocation Percentage - 1.99%

**439 OTHER COSTS**

**ALLOCATION: \$238,900**

The allocation includes \$200,000 to be added to the \$150,000 in reserve for repayment of the second half of the \$700,000 loan borrowed from City in 1987/88 for direct Petris project costs plus 8.2% interest accrued during the year (\$28,700). It also includes \$10,200 for general emergency reserves.

**501 CONTRACTUAL SERVICES**

**ALLOCATION: \$49,288**

**Administration: \$3,255**

\$1,155 for mailhouse services for mass mailings.

\$2,100 for access to the County assessor's data base through DataQuick.

**Hearings: \$36,908**

\$6,934 for custodial services.

\$25,897 for an attorney service to serve subpoenas and advance witness fees.

\$277 to monitor and service the burglar alarm system.

\$3,800 for messenger service.

**Information Systems: \$2,525**

\$2,525 for storage and retrieval of files.

**Legal: \$6,600**

\$3,000 for a registered process server.

\$3,600 for messenger service.



## 506 PROFESSIONAL SERVICES

**ALLOCATION: \$154,300**

*Administration: \$53,700*

\$28,500 for a lobbyist to represent the Board's interests in Sacramento.

\$2,100 for services of an arbitrator. Under the terms of the MOU, the agency pays one-half the arbitrator's fee in cases of binding arbitration.

\$6,300 for a court reporter to take down the proceedings of each Board meeting.

\$6,300 for the cost of reimbursing the City for a police officer to serve as sergeant-at-arms at regular Board meetings.

\$10,500 for a labor relations consultant.

*Hearings: \$44,600*

\$41,600 for one contract Hearing Examiner for the year.

\$3,000 for interpreter services at hearings.

*Legal: \$56,000*

The Board has contracted with a real estate appraiser in connection with removal permits. Based upon an average cost per case of \$2,800, this allocation provides for 20 Category B and C appraisals.

## 511 LEGAL EXPENSE

**ALLOCATION: \$50,000**

The allocation covers costs related to the employment of outside counsel (\$15,000), shorthand reporter and other direct costs of litigation (\$12,000); title searches for Ellis properties (\$3,000); and a reserve for potential legal liabilities (\$20,000).

## 521 TRAINING

**ALLOCATION: \$12,500**

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. \$1,500 is for word processing training for the Hearings Department staff. 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: \$3,000**

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: \$61,419**

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.

*Administration: \$22,441*

IBM 70 copier (City Hall)	8,760
Wang Word Processing Hardware	5,000
City Hall alarm	150
Applecare	611
Hewlett-Packard	7,920

*Hearings: \$18,254*

Wang Word Processing Software	873
IBM 60 copier (Hearings)	5,000
IBM 70 copier (Hearings)	7,270
Pacific Alarm	346
Postage Meter and Scale	342
Canon Desktop Copier	176
Sony Recording Equipment	1,901
Bell & Howell Microfiche Equipment	350
Air Conditioning Equipment	1,484
Dictaphone Wordbank	512

*Information Systems: \$20,104*

Hewlett-Packard Computer Hardware and Software	16,404
Bell & Howell Microfiche Equipment	3,300
Typewriter Service	400

*Legal: \$620*

Lexis	120
Typewriter Service	500

**803 COMPUTER SYSTEMS**

**ALLOCATION: \$51,235**

*Administration: \$36,750*

Purchase of Word Processing Upgrade - Phase 3	36,000
Financial Software	600
Lotus 123 upgrade to version 2.2	150

*Hearings: \$525*

Miscellaneous computer equipment	525
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*Information Systems: \$13,960*

Fourth year of existing lease/purchase agreement of Hewlett-Packard computer	4,252
Second year lease/purchase of new HP equipment	7,708
DB Edit Software	2,000

**808 OFFICE EQUIPMENT**

**ALLOCATION: \$21,051**

*Administration: \$15,000*

Fourth year lease purchase payment on IBM 70 copier at City Hall	10,000
Workstation ergonomic standard adjustments	5,000

*Hearings: \$6,051*

Third year of Lease/purchase on IBM 70 copier	6,051
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**820 BUILDING RENOVATION**

***ALLOCATION: \$1,050***

Miscellaneous for Hearings Department

**855 RESERVE FOR COMPUTER SYSTEM UPGRADES**

***ALLOCATION: \$37,500***

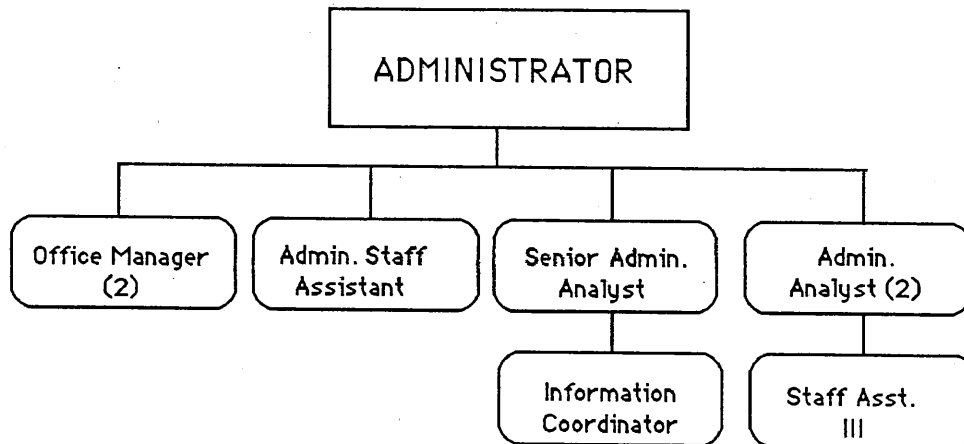
*Administration: \$22,500*

The current air conditioner for the computer room can only be relied on for another year. A more dependable air conditioner is expected to cost \$5,000. This allocation of \$2,500 would allow funds to be set aside for the expenditure over a two year period. An additional \$20,000 would be set aside for the capital equipment reserve.

*Information Systems: \$15,000*

The board has approved an allocation of \$15,000 per year for computer system upgrades.

## ADMINISTRATION DEPARTMENT



### ***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 Administration Department as well as the Agency is responsible for directing the over-all operations of the Agency on behalf of the Board.

The staff includes one Senior Administrative Analyst who is responsible for budget preparation, monitoring, fiscal planning and evaluation of expenditures and two Administrative Analysts who investigate and prepare staff reports on exemptions and carry out research projects requested by the Administrator or Board.

The staff also includes two Office Managers and one Staff Assistant III who perform the administrative, record-keeping and clerical responsibilities for the Board and Administrator.

Two new positions were added mid-year. One was an Information Coordinator to perform the staff functions for the new Incentive Housing Program. The second is an Administrative Staff Assistant to serve as secretary to the Administrator.

### ***Significant Changes***

The most significant change in the Administration department has been the added responsibility of the Incentive Housing Program. The development and initial implementation required extensive time commitments from the Administrator, Senior Administrative Analyst and the Information Coordinator.

Because the position of the Labor Relations manager was eliminated, the responsibility fell to the Administrator for improved labor management relations including the smooth functioning of the complex procedures of labor relations. It was also necessary for the Administrator and Senior Administrative Analyst to serve as contract negotiators with the bargaining units.

After many months of research, the Administrator prepared a report recommending major upgrading of the word processing system for the Agency to be phased in over three stages.

## **1989/90 Goals**

1. Initiate and coordinate review of Agency wide performance standards and work allocations.
2. Develop and implement internal training programs.
3. Continue "future needs" analysis in the areas of personnel and capital outlay.
4. Complete Agency-wide upgrade of word processing.
5. Continue development of emergency reserve to be accomplished over several years. The goal is to set aside the equivalent of two month's payroll costs, i.e., \$500,000.
6. Oversee the implementation of the Incentive Housing Program.

JUNE 8, 1989

FY89/90 ADOPTED BUDGET ADMINISTRATION

OBJ	DESCRIPTION	FY 86/87 ACTUAL EXPENSES	FY 87/88 ACTUAL EXPENSES	FY 88/89 ADOPTED BUDGET	FY 88/89 REVISED BUDGET	FY 88/89 PROJECTED EXPENSES	FY 89/90 ADOPTED BUDGET
100	PERMANENT EMPLOYEES	300,988	398,375	289,236	325,236	317,422	358,301
104	BOARD ALLOWANCE	17,400	21,275	17,625	20,625	18,600	23,750
149	OVERTIME	17,093	20,693	3,000	3,000	13,110	1,200
150	AS-NEEDED EMPLOYEES	1,320		0	0	0	0
171	MEDICRE EMP CONT	562	1,084	3,424	3,424	1,650	3,128
172	INS-UNEMPLOYMENT	1,227	1,691	1,169	1,169	1,212	1,438
173	INS-COMPENSATION	29,873	290,487	123,960	123,960	123,960	138,739
174	INS-EMPL HEALTH/DENT	33,578	22,562	24,500	24,500	22,884	33,750
177	RETIREMENT CONTRIB	50,643	56,607	47,380	64,580	63,900	58,693
197	OTHER FRINGE BENEFITS	0		1,000	1,000	100	250
	TOTAL SALARIES & WAGES	452,684	812,774	511,294	567,494	562,839	619,249
221	UTIL-TELEPHONE/TELEG	66,283	44,170	34,902	27,402	28,760	30,000
231	OFFICE SUPPLIES	19,611	18,331	20,000	11,644	12,163	12,600
232	POSTAGE	34,871	31,503	\$9,612	\$20,612	18,787	20,063
254	ADVERTISING	3,801	2,185	3,000	5,000	3,890	5,250
261	EQUIPMENT RENTAL	3,669	687	156	156	156	164
262	RENT	0		0	0	0	0
272	MILEAGE	3,543	2,876	3,195	3,195	3,243	3,300
282	CONF-MTGS-TRAVEL	5,457	5,585	3,980	4,980	8,329	7,000
290	MEMBERSHIPS & DUES	448	155	620	620	607	651
302	INS-COMPREHENSIVE	69,458	46,192	38,068	38,068	35,412	36,177
404	BOOKS & PERIODICALS	3,860	1,427	800	1,300	1,464	1,365
411	PRINTING	46,933	33,605	19,895	19,895	17,066	19,500
434	INDIRECT COSTS	54,680	337,424	349,682	355,450	355,450	363,137
439	OTHER COSTS	1,323	159	408,961	584,361	584,361	238,900
501	CONTRACTUAL SERVICES	3,991	2,451	3,100	4,100	3,313	3,255
506	PROF SERVICES	76,982	86,044	52,500	65,500	65,500	53,700
511	LEGAL EXPENSE	24		0	0	0	0
521	TRAINING	2,210	1,073	2,000	2,000	3,544	2,000
523	ADMIN RECORDS	0		0	0	0	0
724	SERVICE AGREEMENTS	8,134	21,726	22,441	34,104	35,506	22,441
	TOTAL SUPPLIES & EXP	\$405,278	\$635,593	972,912	1,178,387	1,177,552	819,503
803	COMPUTER SYSTEMS	6,434	7,336	14,826	41,981	43,193	36,750
808	OFFICE EQUIPMENT	61,705	3,246	10,000	14,144	15,486	15,000
820	BLDG. RENOVATION	52	4,413	0	0	0	
855	RESVE-SYSTEM UPGRADE	0	0	0	60,000	50,000	22,500
	TOTAL CAPITAL OUTLAY	\$68,191	\$14,995	\$24,826	\$116,125	108,679	\$74,250
	TOTAL BUDGET	\$926,153	\$1,463,362	\$1,509,031	\$1,862,006	1,849,070	\$1,513,001

100 PERMANENT EMPLOYEE SALARIES -- **\$358,301**

<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS FY 1988/89</u>	<u>MID-YEAR CHANGES</u>	<u>PROPOSED POSITIONS FY 1989/90</u>
Administrator	1	0	1
Administrative Analyst	1.6	0	1.6
Office Manager	2	0	2
Sr. Administrative Analyst	1	0	1
Information Coordinator	0	1	1
Administrative Staff Asst.	0	1	1
Staff Assistant III	1	0	1
Total positions	6.6	+2	8.6

104 BOARD ALLOWANCE -- **\$23,750**

The Rent Control Board Commissioners each receive \$75 per meeting that they attend. This allocation provides funds for the maximum number of meetings permitted by the Charter Amendment -- \$4,750 per commissioner.

149 OVERTIME -- **\$1,200**

150 AS-NEEDED EMPLOYEES -- **\$0**

171 INSURANCE/MEDICARE -- **\$3,128**

172 INSURANCE/UNEMPLOYMENT -- **\$1,438**

173 INSURANCE/WORKERS' COMPENSATION -- **\$138,739**

This allocation covers the Workers Compensation costs for the Agency.

174 INSURANCE/EMPLOYEE HEALTH-DENTAL -- **\$33,750**

This amount includes funding for health and dental benefits for 9 permanent employees.

177 RETIREMENT CONTRIBUTION -- **\$58,693**

197 OTHER FRINGE BENEFITS -- **\$250**

221 UTILITIES/TELEPHONE -- **\$30,000**

This allocation covers telephone expense of \$30,000 for the entire agency.

231 OFFICE SUPPLIES -- **\$12,600**



**232 POSTAGE -- \$20,063**

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

General Adjustment/Registration Fee/ Registration Fee Rebills	9,263
General Mailings	10,800

**254 ADVERTISING -- \$5,250**

This allocation covers the cost of publishing public notices and other announcements required by law. This is sufficient to publish 50 legal notices that are two standard typewritten pages in length.

**261 EQUIPMENT RENTAL -- \$164**

To lease the water cooler refrigerators in the City Hall Offices.

**272 MILEAGE -- \$3,300**

Provides for car allowances for staff as well as mileage reimbursements at 22.5 cents per mile.

**282 CONFERENCES, MEETINGS AND TRAVEL -- \$7,000**

The Board and staff incur 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 MEMBERSHIP AND DUES -- \$651**

This allocation covers the bar dues of the Administrator and professional associations for the Administration department.

**302 INSURANCE -- \$36,177**

*General Liability: \$35,310*

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.

*Multi-Peril Insurance for Property at City Hall and 819 Broadway \$500*

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.

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 and rental insurance which is also required by the lease.

*Faithful Performance Bond: \$367*

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

**404 BOOKS AND PERIODICALS -- \$1,365**

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.

**411 PRINTING - \$19,500**

*Charter Amendment and Regulations: 5,600*

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

*Instructions, Information, Forms: 3,100*

*Operating Budget: 500*

*General Adjustment/Registration Fee Letters: 4,500*

*Annual Report: 100*

*Miscellaneous Printing: 5,700*

**434 ADMINISTRATIVE INDIRECT COSTS - \$363,137**

Details listed in Agency Budget section beginning page 6.

**439 OTHER COSTS - \$238,900**

The allocation includes \$200,000 to be added to the \$150,000 already set aside in reserve for repayment of the second half of the \$700,000 loan borrowed from City in 1987/88 for direct Petris project costs plus 8.2% interest accrued during the year (\$28,700). It also includes \$10,200 for emergency supplies reserves.

**501 CONTRACTUAL SERVICES - \$3,255**

\$1,155 for mailhouse services for mass mailings and \$2,100 for access to the County assessor's data base through DataQuick.

**506 PROFESSIONAL SERVICES -- \$53,700**

\$28,500 for a lobbyist to represent the Board's interests in Sacramento.

\$2,100 for services of an arbitrator. Under the terms of the MOU, the agency pays one-half the arbitrator's fee in cases of binding arbitration.

\$6,300 for a court reporter to take down the proceedings of each Board meeting.

\$6,300 for the cost of reimbursing the City for a police officer to serve as sergeant-at-arms at regular Board meetings.

\$10,500 for a labor relations consultant.

**521 TRAINING -- \$2,000**

**724 SERVICE AGREEMENTS -- \$22,441**

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)	8,760
Wang Word Processing Hardware	5,000
City Hall alarm	150
Applecare	611
Hewlett-Packard	7,920

**803 COMPUTER SYSTEMS -- \$36,750**

Purchase of Word Processing Upgrade - Phase 3	36,000
Financial Software	600
Lotus 123 upgrade to version 2.2	150

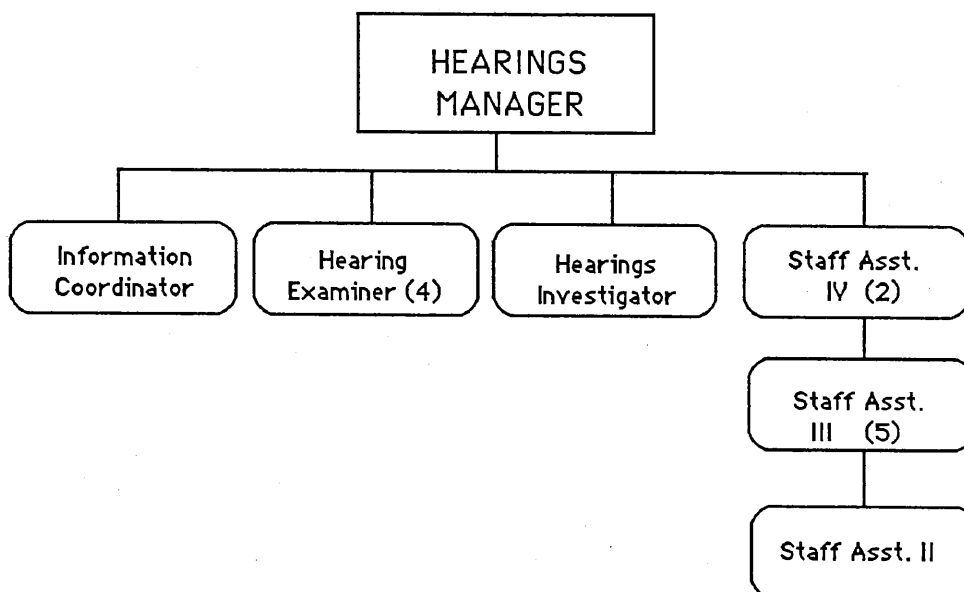
**808 OFFICE EQUIPMENT -- \$15,000**

Fourth year lease purchase payment on IBM 70 copier at City Hall	10,000
Workstation ergonomic standard adjustments	5,000

**855 RESERVE FOR COMPUTER SYSTEM UPGRADES -- \$22,500**

The current air conditioner for the computer room can only be relied on for another year. A more dependable air conditioner is expected to cost \$5,000. This allocation would allow funds to be set aside for the expenditure over a two year period. An additional \$20,000 would be set aside for the capital equipment reserve.

## HEARINGS DEPARTMENT



### ***Department Description***

The Hearings Department is responsible for completing the following tasks regarding petitions, complaints and applications filed by landlords and tenants: scheduling hearings, sending notices, conducting investigations, drafting and issuing subpoenas for parties and documents, conducting administrative hearings, and issuing recommendations, decisions and addenda.

Department support staff also maintain hearing files.

### ***1989/90 Goals***

1. Develop a glossary which allows the computer to perform the time-consuming calculations now done by hearing examiners in increase decisions. The glossary will allow for automated input of figures by clerical staff.
2. Provide for the housing of all closed agency case files at the Hearings Department. This involves eliminating obsolete materials and sending other appropriate documents to permanent storage.
3. Integrate the use of new software to speed the typing and issuance of decisions.
4. Develop a pool of contract hearing examiners who are fully trained in order to have the necessary resources during peak periods. The goal involves continuing to develop training procedures for new hearing examiners and continuing development of a frequently updated training manual for hearing examiners.

JUNE 8, 1989

FY89/90 ADOPTED BUDGET HEARINGS

OBJ	DESCRIPTION	FY 86/87 ACTUAL EXPENSES	FY 87/88 ACTUAL EXPENSES	FY 88/89 ADOPTED BUDGET	FY 88/89 REVISED BUDGET	FY 88/89 PROJECTED EXPENSES	FY 89/90 ADOPTED BUDGET
100	PERMANENT EMPLOYEES	391,715	485,688	507,905	507,905	476,216	563,602
104	BOARD ALLOWANCE	0	0	0	0	0	0
149	OVERTIME	12,814	1,902	\$0	\$0	10,598	\$6,600
150	AS-NEEDED EMPLOYEES	115,085	333,137	\$10,105	\$10,105	35,038	\$0
171	MEDICRE EMP CONT	2,639	6,199	2,763	2,763	4,337	3,449
172	INS-UNEMPLOYMENT	1,989	2,337	2,072	2,072	1,925	2,281
173	INS-COMPENSATION	33,602		\$0	\$0	0	\$0
174	INS-EMPL HEALTH/DENT	28,329	30,305	43,500	37,000	37,444	56,250
177	RETIREMENT CONTRIB	56,986	70,512	83,200	78,200	76,016	93,405
197	OTHER FRINGE BENEFITS	0			0	549	250
		(24,514)	(170,770)			(0)	
	TOTAL SALARIES & WAGES	618,645	759,310	649,545	638,045	642,123	725,836
221	UTIL-TELEPHONE/TELEG	10,628	11,192	\$10,445	\$9,445	9,400	\$11,750
231	OFFICE SUPPLIES	16,810	21,606	\$15,390	\$18,390	16,930	\$20,303
232	POSTAGE	7,900	12,025	\$10,655	\$6,655	6,345	\$8,050
254	ADVERTISING	0	0	0	0	0	200
261	EQUIPMENT RENTAL	7,296	5,072	\$501	\$501	622	\$530
262	RENT	112,021	113,516	\$132,802	\$123,232	123,232	\$124,328
272	MILEAGE	67	289	\$330	\$330	338	\$374
282	CONF-MTGS-TRAVEL	0	0	0	0	0	0
290	MEMBERSHIPS & DUES	780	1,380	\$2,350	\$2,110	2,110	\$2,210
302	INS-COMPREHENSIVE	0	528	\$554	\$554	582	
404	BOOKS & PERIODICALS	1,254	869	\$1,590	\$1,590	2,237	\$1,670
411	PRINTING	503	0	\$0	\$0	0	\$0
434	INDIRECT COSTS	43,490	0	\$0	\$0	0	\$0
439	OTHER COSTS	161	36	\$25,000	\$0	0	\$0
501	CONTRACTUAL SERVICES	22,506	32,560	\$45,624	\$42,124	26,112	\$36,908
506	PROF SERVICES	5,584	71,838	\$41,000	\$18,718	16,279	\$44,600
511	LEGAL EXPENSE	0	0	0	0	0	0
521	TRAINING	973		2,000	2,000	2,000	3,500
523	ADMIN RECORDS	0	0	0	0	0	0
724	SERVICE AGREEMENTS	8,017	8,928	\$18,517	\$18,817	19,445	\$18,254
	TOTAL SUPPLIES & EXP	\$237,990	\$279,839	\$306,759	\$244,466	225,632	\$272,676
803	COMPUTER SYSTEMS	1,045	318	\$500	\$500	0	\$525
808	OFFICE EQUIPMENT	13,589	14,754	\$10,496	\$18,089	21,203	\$6,051
820	BLDG. RENOVATION	38	21,767	1,000	6,600	7,491	1,050
855	RESVE-SYSTEM UPGRADE	0	0	0	0	0	
	TOTAL CAPITAL OUTLAY	\$14,672	\$36,839	\$11,996	\$25,189	28,694	\$7,626
	TOTAL BUDGET	\$871,307	\$1,075,988	\$968,299	\$907,700	896,449	\$1,006,139

## HEARINGS DEPARTMENT

### 100 PERMANENT EMPLOYEE SALARIES -- \$563,602

<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS FY 1988/89</u>	<u>MID-YEAR CHANGES</u>	<u>PROPOSED POSITIONS FY 1989/90</u>
Department Manager	1	0	1
Hearing Examiner	4	0	4
Hearings Investigator	1	0	1
Information Coordinator	0	1	1
Staff Assistant IV	2	0	2
Staff Assistant III	6	-1	5
Staff Assistant II	1	0	1
Total positions	15	0	15

149 OVERTIME -- \$6,600

171 INSURANCE/MEDICARE -- \$3,449

172 INSURANCE/UNEMPLOYMENT -- \$2,281

174 INSURANCE/EMPLOYEE HEALTH-DENTAL -- \$56,250

This amount includes funding for health and dental benefits for 15 permanent employees for twelve months.

177 RETIREMENT CONTRIBUTION -- \$93,405

197 OTHER FRINGE BENEFITS -- \$250

221 UTILITIES/TELEPHONE -- \$11,750

This allocation covers gas, water and electricity as required by the lease. The allocation represents an 9% decrease from the 1988/89 allocation based on lower expenditures that year. The following shows the staff estimate for phone, gas, water and electricity expenses:

gas	300
water	1,850
electricity	9,600

231 OFFICE SUPPLIES -- \$20,303

**232 POSTAGE -- \$8,050**

This allocation covers sending out notices of hearings and hearing examiner decisions.

**254 ADVERTISING -- \$200**

This allocation covers the cost of advertising for contract hearings examiners.

**261 EQUIPMENT RENTAL -- \$530**

Postage Meter and Scale            432

The Hearings department rents a postage meter and scale because it does not have access to the City Hall mail room.

Sparkletts                            98

To lease the water cooler refrigerator in the Hearings department.

**262 RENT -- \$124,328**

There is insufficient space in City Hall to house the agency's Hearing's Department. This allocation includes funds to continue to rent 6,586 square feet of office space at 819 Broadway for the Hearings Department. The lease provides for monthly payments of \$10,027.19 from July 1, 1989 through April 30, 1990 and \$10,528.55 from May 1, 1990 through June 30, 1990. Additionally, the allocation includes funds to pay the property tax on the building, estimated at \$2,884 and \$115 for the business license, as required by the triple net lease.

**272 MILEAGE -- \$374**

This allocation provides for car allowances for staff, principally for the Hearings Investigator.

**290 MEMBERSHIP AND DUES -- \$2,210**

This allocation covers the bar dues of the Hearings Department Manager and the four permanent Hearing examiners.

**404 BOOKS AND PERIODICALS -- \$1,670**

**501 CONTRACTUAL SERVICES -- \$36,908**

\$6,934 for custodial services.

\$25,897 for an attorney service to serve subpoenas and advance witness fees.

\$277 to monitor and service the burglar alarm system.

\$3,800 for messenger service.



**506 PROFESSIONAL SERVICES -- \$44,600**

\$41,600 for one contract Hearing Examiner for the year.

\$3,000 for interpreter services at hearings.

**521 TRAINING -- \$3,500**

This allocation is for courses, seminars and workshops conducted by universities, professional associations and other educational organizations. \$1,500 is for word processing training for the Hearings Department staff. 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.

**724 SERVICE AGREEMENTS -- \$18,254**

Wang Word Processing Software	873
IBM 60 copier (Hearings)	5,000
IBM 70 copier (Hearings)	7,270
Pacific Alarm	346
Postage Meter and Scale	342
Canon Desktop Copier	176
Sony Recording Equipment	1,901
Bell & Howell Microfiche Equipment	350
Air Conditioning Equipment	1,484
Dictaphone Wordbank	512

**803 COMPUTER SYSTEMS -- \$525**

Miscellaneous computer equipment

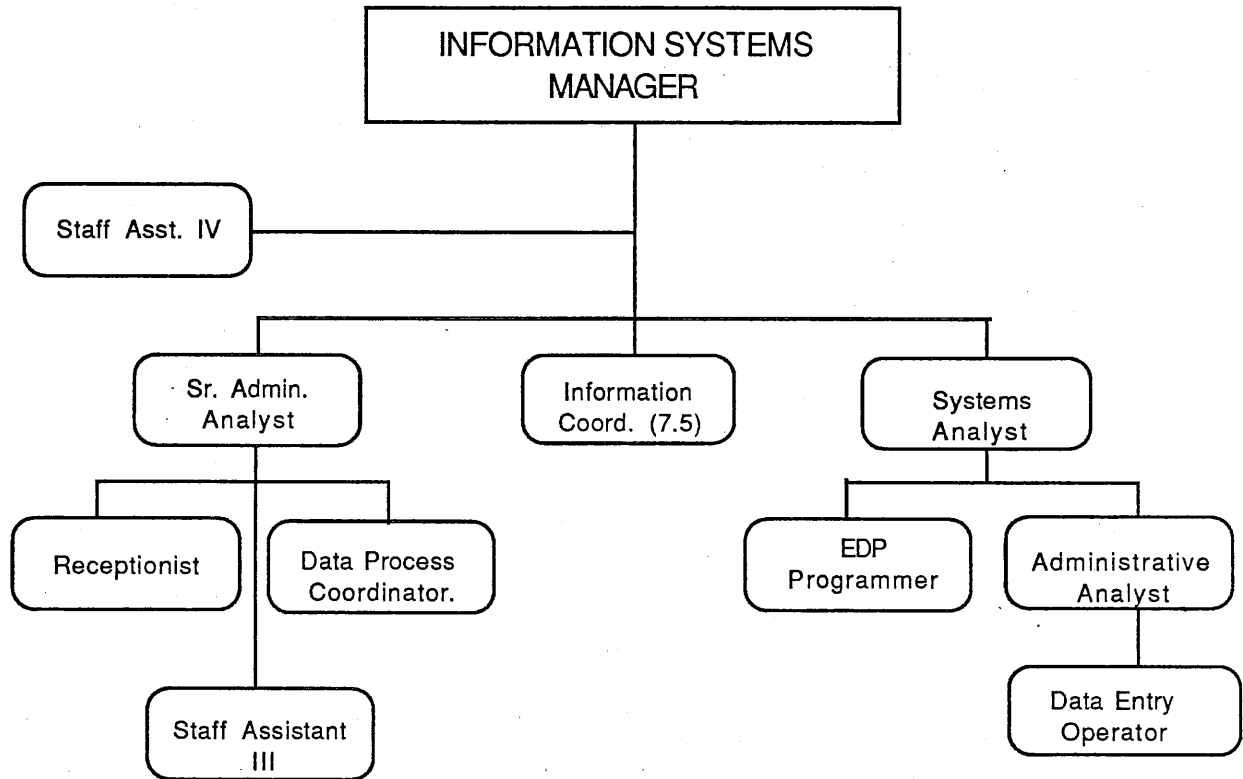
**808 OFFICE EQUIPMENT -- 6,051**

Third year of Lease/purchase on IBM 70 copier  
at Hearings Department 6,051

**820 BUILDING RENOVATION -- \$1,050**

Miscellaneous for Hearings Department

## 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.

The Administrative Analyst develops, prepares and updates procedures for new and continuing programs, analyzes data base requirements, and prepares 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.

### **1989/90 Goals**

1. Complete the field-by-field checking of the data base for accuracy.
2. Mail letters to all new owners of properties that have never been registered, and new owners not registered.
3. Reprogramming the automated billing system and the PETSUM data base. These are the first two modules of the program to revise and restructure the data base.
4. Complete the transition from HPWord to an agency-wide word processing system.

JUNE 8, 1989

FY89/90 ADOPTED BUDGET INFORMATION SYSTEMS DEPARTMENT

OBJ	DESCRIPTION	FY 86/87 ACTUAL EXPENSES	FY 87/88 ACTUAL EXPENSES	FY 88/89 ADOPTED BUDGET	FY 88/89 REVISED BUDGET	FY 88/89 PROJECTED EXPENSES	FY 89/90 ADOPTED BUDGET
100	PERMANENT EMPLOYEES	556,448	586,485	\$631,526	\$581,526	528,523	629,258
104	BOARD ALLOWANCE	0	0	0	0	0	0
149	OVERTIME	10,305	12,763	\$10,000	\$20,000	20,000	10,000
150	AS-NEEDED EMPLOYEES	237,486	282,070	\$0	\$0	21,278	0
171	MEDICRE EMP CONT	2,984	4,913	\$6,440	\$4,740	3,866	5,330
172	INS-UNEMPLOYMENT	2,493	2,511	2,566	2,566	2,098	2,557
173	INS-COMPENSATION	60,071	0	0	0	0	0
174	INS-EMPL HEALTH/DENT	35,354	45,982	56,500	47,500	41,448	68,125
177	RETIREMENT CONTRIB	95,905	91,614	103,450	92,450	84,442	104,717
197	OTHER FRINGE BENEFITS	0	0	0	0	45	250
		(118,556)	(133,362)			1,052	
	TOTAL SALARIES & WAGES	882,490	892,976	810,482	748,782	702,751	820,237
221	UTIL-TELEPHONE/TELEG	0	0	0	0	0	0
231	OFFICE SUPPLIES	35,750	32,391	\$22,800	\$30,156	28,811	30,230
232	POSTAGE	0	1,000	\$0	\$0	10	500
254	ADVERTISING	0	0	0	0	0	0
261	EQUIPMENT RENTAL	3,449	531	0	0	0	0
262	RENT	0	0	0	0	0	0
272	MILEAGE	77	30	\$72	\$72	37	100
282	CONF-MTGS-TRAVEL	0	0	0	0	0	0
290	MEMBERSHIPS & DUES	630	234	\$260	\$260	340	300
302	INS-COMPREHENSIVE	0	0	0	0	0	0
404	BOOKS & PERIODICALS	400	405	\$450	\$450	450	450
411	PRINTING	513	2,229	\$0	\$0	0	0
434	INDIRECT COSTS	109,534	0	0	0	0	0
439	OTHER COSTS	98	31	0	0	0	0
501	CONTRACTUAL SERVICES	203	1,072	2,405	2,405	1,606	2,525
506	PROF SERVICES	697	0	0	0	0	0
511	LEGAL EXPENSE	0	0	0	0	0	0
521	TRAINING	1,065	313	\$2,000	\$2,000	2,000	2,000
523	ADMIN RECORDS	0	0	0	0	0	0
724	SERVICE AGREEMENTS	2,374	16,394	17,690	18,690	18,692	20,104
	TOTAL SUPPLIES & EXP	\$154,790	\$54,630	\$45,677	\$54,033	51,946	\$56,209
803	COMPUTER SYSTEMS	40,502	50,382	\$59,652	\$108,152	108,152	13,960
808	OFFICE EQUIPMENT	51,125	3,462	0	0	613	0
820	BLDG. RENOVATION	0	0	0	0	0	0
855	RESVE-SYSTEM UPGRADE	9,418	0	26,376	26,376	26,376	15,000
	TOTAL CAPITAL OUTLAY	\$101,045	\$53,844	\$86,028	\$134,528	135,141	\$28,960
	TOTAL BUDGET	\$1,138,325	\$1,001,450	\$942,188	\$937,343	889,839	\$905,406

INFORMATION SYSTEMS DEPARTMENT

100 PERMANENT EMPLOYEE SALARIES -- \$629,258

<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS FY 1988/89</u>	<u>MID-YEAR CHANGES</u>	<u>PROPOSED POSITIONS FY 1989/90</u>
Department Manager	1	0	1
Sr. Administrative Analyst	1	0	1
Administrative Analyst	1	0	1
Information Coordinator	8	- 1	7.5
Data Processing Coord.	1	0	1
EDP Programmer Analyst	2	0	2
Receptionist	1	0	1
Data Entry Operator	1	0	1
Staff Assistant IV	1	0	1
Staff Assistant III	2	0	1
Total positions	19	- 1	17.5

149 OVERTIME -- \$10,000

171 INSURANCE/MEDICARE -- \$5,330

172 INSURANCE/UNEMPLOYMENT -- \$2,557

174 INSURANCE/EMPLOYEE HEALTH-DENTAL -- \$68,125

This amount includes funding for health and dental benefits for 18 permanent employees for twelve months.

177 RETIREMENT CONTRIBUTION -- \$104,717

197 OTHER FRINGE BENEFITS -- \$250

231 OFFICE SUPPLIES -- \$30,230

232 POSTAGE -- \$500

This allocation covers the return postage for fee waivers.

272 MILEAGE -- \$100

**290 MEMBERSHIP AND DUES -- \$300**

This allocation includes funds for staff to participate in professional management organizations and associations.

**404 BOOKS AND PERIODICALS -- \$450**

**501 CONTRACTUAL SERVICES -- \$2,525**

\$2,525 for storage and retrieval of files.

**521 TRAINING -- \$2,000**

**724 SERVICE AGREEMENTS -- \$20,104**

Hewlett-Packard Computer Hardware and Software	16,404
Bell & Howell Microfiche Equipment	3,300
Typewriter Service	400

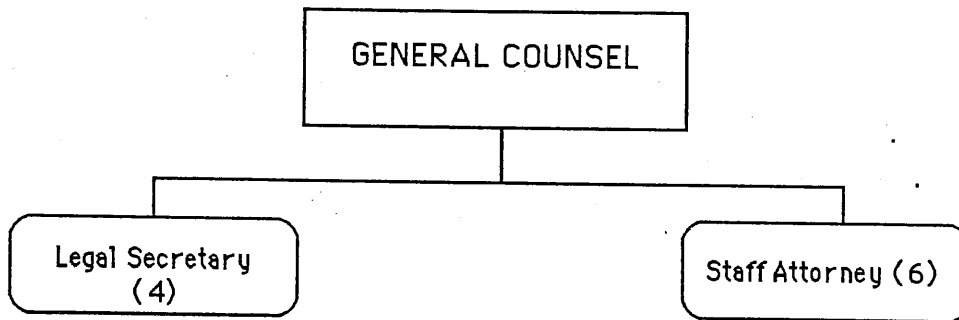
**803 COMPUTER SYSTEMS -- \$13,960**

Fourth year of existing lease/purchase agreement of Hewlett-Packard computer	4,252
Second year lease/purchase of new HP equipment	7,708
DB Edit Software	2,000

**855 RESERVE FOR COMPUTER SYSTEM UPGRADES -- \$15,000**

The board has approved an allocation of \$15,000 per year of computer system upgrades.

## LEGAL DEPARTMENT



### ***Department Description***

The Legal Department prepares staff reports on appeals of hearing examiner decisions and removal applications. It reviews reports on uncontested exemption applications which are prepared by administrative staff. Staff presents these reports to the Board.

The Legal Department 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. The Legal Department provides legal advice to the Board, the Administrator and various departments of the Rent Control Agency. It also drafts regulations for Board consideration and adoption. Upon request from the Board or staff, the Legal Department analyzes and prepares written opinions on legal issues.

### ***1989/90 Goals***

1. Create and implement a simple, economical department-wide system, preferably on computer, for assignment and monitoring of all staff work.
2. Develop constructive evaluation procedures: develop and communicate to all staff performance standards by which staff will be evaluated.
3. Issue all staff reports in a timely fashion by applying the 120-day deadline (plus any waivers) to all appeals.
4. Improve enforcement techniques, including developing a "faster track" for review of excess rent inquiries.
5. Maintain high quality written work, through more use of advanced word processing equipment, development of brief bank, refinement of staff report index, and development of chronological file index for quick retrieval of materials.

JUNE 8, 1989

FY89/90 ADOPTED BUDGET LEGAL

OBJ	DESCRIPTION	FY 86/87 ACTUAL EXPENSES	FY 87/88 ACTUAL EXPENSES	FY 88/89 ADOPTED BUDGET	FY 88/89 REVISED BUDGET	FY 88/89 PROJECTED EXPENSES	FY 89/90 ADOPTED BUDGET
100	PERMANENT EMPLOYEES	379,968	561,247	519,802	537,802	524,009	575,688
104	BOARD ALLOWANCE	0	0	0	0	0	0
149	OVERTIME	1,537	3,265	1,752	1,752	7,104	2,580
150	AS-NEEDED EMPLOYEES	56	2,026	0	0	0	0
171	MEDICRE EMP CONT	1,403	2,714	6,543	6,543	2,875	6,135
172	INS-UNEMPLOYMENT	1,518	2,041	2,086	2,086	1,966	2,313
173	INS-COMPENSATION	38,809		0	0	0	0
174	INS-EMPL HEALTH/DENT	25,937	29,382	41,250	33,000	32,732	41,250
177	RETIREMENT CONTRIB	77,107	84,925	85,149	85,149	85,378	94,303
197	OTHER FRINGE BENEFITS	0	47	0	0	0	250
		(3,832)	(41,270)			(571)	
	TOTAL SALARIES & WAGES	522,503	644,377	656,582	666,332	653,493	722,520
221	UTIL-TELEPHONE/TELEG	0	0	0	0	0	0
231	OFFICE SUPPLIES	11,939	6,611	13,200	6,200	5,508	6,600
232	POSTAGE	324	307	990	990	450	500
254	ADVERTISING	0	0	0	0	0	0
261	EQUIPMENT RENTAL	18,085	8,448	10,000	5,500	5,673	4,800
262	RENT	0	0	0	0	0	0
272	MILEAGE	59	39	0	0	662	2,320
282	CONF-MTGS-TRAVEL	0	0	0	0	0	0
290	MEMBERSHIPS & DUES	2,012	2,170	3,290	1,718	2,557	3,285
302	INS-COMPREHENSIVE	0	0	0	0	0	0
404	BOOKS & PERIODICALS	3,525	3,303	2,200	2,200	3,747	3,500
411	PRINTING	620	38	0	0	20	0
434	INDIRECT COSTS	67,106	0	0	0	0	0
439	OTHER COSTS	69	0	0	0	0	0
501	CONTRACTUAL SERVICES	2,439	7,519	6,000	6,000	4,212	6,600
506	PROF SERVICES	27,246	42,639	53,714	39,714	37,480	56,000
511	LEGAL EXPENSE	22,206	22,237	40,000	40,000	40,000	50,000
521	TRAINING	1,906	205	0	2,000	995	5,000
523	ADMIN RECORDS	454	1,636	1,000	3,400	4,049	3,000
724	SERVICE AGREEMENTS	3,211	3,032	832	832	744	620
	TOTAL SUPPLIES & EXP	161,201	98,184	131,226	108,554	106,097	142,225
803	COMPUTER SYSTEMS	1,045		0	0	0	0
808	OFFICE EQUIPMENT	0	3,246	0	5,550	5,550	0
820	BLDG. RENOVATION	0		0	0	0	0
855	RESVE-SYSTEM UPGRADE	0		0	0	0	0
	TOTAL CAPITAL OUTLAY	1,045	3,246	0	5,550	5,550	0
	TOTAL BUDGET	\$684,749	\$745,807	\$787,808	\$780,436	\$765,139	\$864,745



LEGAL DEPARTMENT

100 PERMANENT EMPLOYEE SALARIES -- \$575,668

<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS FY 1988/89</u>	<u>MID-YEAR CHANGES</u>	<u>PROPOSED POSITIONS FY 1989/90</u>
General Counsel	1	0	1
Staff Attorney	6	0	6
Legal Secretary	4	0	4
Total positions	11	0	11

149 OVERTIME -- \$2,580

171 INSURANCE/MEDICARE -- \$6,135

172 INSURANCE/UNEMPLOYMENT -- \$2,313

174 INSURANCE/EMPLOYEE HEALTH-DENTAL -- \$41,250

This amount includes funding for health and dental benefits for 11 permanent employees for twelve months.

177 RETIREMENT CONTRIBUTION -- \$94,303

197 OTHER FRINGE BENEFITS -- \$250

231 OFFICE SUPPLIES -- \$6,600

232 POSTAGE -- \$500

This allocation covers the miscellaneous postage costs of the department.

261 EQUIPMENT RENTAL -- \$4,800

This allocation includes the monthly use fee of \$75 for access to a computerized legal research system and connect time averaging \$325 per month.

272 MILEAGE -- \$2,320

This allocation provides for car allowances for staff as well as mileage reimbursements for approximately 3,351 miles at 22.5 cents per mile.

290 MEMBERSHIP AND DUES -- \$3,285

This allocation covers bar dues for the General Counsel and six staff attorneys.

404 BOOKS AND PERIODICALS -- **\$3,500**

501 CONTRACTUAL SERVICES -- **\$6,600**

\$3,000 for a registered process server.

\$3,600 for messenger service.

506 PROFESSIONAL SERVICES -- **\$56,000**

The Board has contracted with a real estate appraiser in connection with removal permits. Based upon an average cost per case of \$2,800, this allocation provides for 20 Category B and C appraisals.

511 LEGAL EXPENSE -- **\$50,000**

The allocation covers costs related to the employment of outside counsel (\$15,000), shorthand reporter and other direct costs of litigation (\$12,000); title searches for Ellis properties (\$3,000); and a reserve for potential legal liabilities (\$20,000).

521 TRAINING -- **\$5,000**

523 ADMINISTRATIVE RECORDS -- **\$3,000**

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 -- **\$620**

Lexis	120
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Typewriter Service	500
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## REVENUE PROJECTION

Revenues for Fiscal Year 1989/90 are projected to be \$4,289,742. The sources of these revenues are registration fees, earnings on unexpended Rent Control funds, and reimbursements for administrative records.

The Santa Monica Rent Control Board has always had as its major source of income the registration fees paid on each rent controlled unit in the city. One year ago the rate at which units were becoming exempted from payment of registration fees (through exemptions, removals, and fee waivers) was quite high. This led to projections based on the loss of approximately 105 units per month. Subsequently the rate lessened and records indicate that the loss has been approximately 72 per month.

Projected registration fee refunds are based on an assumed loss of approximately 72 new units per month, which translates into 5,616 unit months.

Computer analysis indicates that on July 1, 1989 there will be 29,300 controlled billable units, that is, units without a fee waiver for occupancy by owner, low-income senior, low income disabled or under contract for subsidized housing.

In Fiscal Year 1988/89, the Rent Control Board adopted a registration fee of \$12 per month, or \$144 per year. At the same fee level, based on an estimate of 29,300 controlled rental units, the revenue would be \$4,219,200. Net registration fees, after subtracting projected refunds would be \$4,151,808.

The second source of revenue is interest earnings on city-invested Rent Control funds. Staff estimates these revenues to be \$134,934. Although the City Treasurer is estimating a much higher rate of return on invested funds, staff is conservatively estimating a 6.5% rate of return.

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 \$3,000 in administrative records fee reimbursements. This amount is matched in the budget section by a \$3,000 appropriation.

## Balance Sheet Reserves

In Fiscal Year 1988/89 the Board requested that the Finance Department create Balance Sheet reserve accounts for the purpose of allowing the board to carry over reserve funds designated for particular purposes without having to reappropriate the amounts each year. Once FY88/89 has ended, the Board will be able to transfer unexpended funds in the current budget to the Balance Sheet Reserves. The amounts listed on the next page indicated the projected amounts available for transfer at the end of the year.

Loan Repayment: The Board approved setting aside \$150,000 toward the repayment of the remaining loan to the City.

General Emergency: \$40,775 should remain unexpended.

Legal: At this point it is not expected that any funds will remain in the legal reserve.

Office Equipment: Reserves set aside in FY88/89 were used to mitigate probable expenditures in FY 89/90.

Computer Emergency: Because the purchase of the word processing upgrade is happening so near the end of the fiscal year, funds set aside will be encumbered into a prior year account.

Computer Upgrade: \$6,376 is expected to be carried over after an expenditure of \$20,000 toward the word processing upgrade.

## SOURCES OF REVENUE

Registration Fees - 29,300 units	\$4,219,200
Refunded Registration Fees - 5,616 unit months	-67,392
Interest Earnings	134,934
Administrative Records Reimbursements	<u>3,000</u>
	\$4,289,742

### Balance Sheet Reserves

Loan Repayment	\$ 150,000
General Emergency	40,775
Legal	0
Office equipment	0
Computer Emergency	0
Computer Upgrade	<u>6,376</u>
	197,151

EXPENDITURE SUMMARY 1987/88 THROUGH  
1989/90 ADOPTED BUDGET  
AGENCY

OBJ	DESCRIPTION	FY 87/88	FY 88/89	FY 89/90	FY 89/90
		ACTUAL EXPENSES	PROJECTED EXPENSES	ADOPTED BUDGET	% OF FY 88/89
100	PERMANENT EMPLOYEES	2,031,795	1,846,170	2,126,849	115.20%
104	BOARD ALLOWANCE	21,275	18,600	23,750	127.69%
149	OVERTIME	38,623	50,812	20,380	40.11%
150	AS-NEEDED EMPLOYEES	617,233	56,316	0	0.00%
171	MEDICRE EMP CONT	14,910	12,728	18,041	141.74%
172	INS-UNEMPLOYMENT	8,580	7,201	8,589	119.27%
173	INS-COMPENSATION	290,487	123,960	138,739	111.92%
174	INS-EMPL HEALTH/DENT	128,231	134,508	199,375	148.23%
177	RETIREMENT CONTRIB	303,658	309,736	351,118	113.36%
197	OTHER FRINGE BENEFITS	47	694	1,000	0.00%
		(345,402)	481		0.00%
	TOTAL SALARIES & WAGES	3,109,437	2,561,206	2,887,842	112.75%
221	UTIL-TELEPHONE/TELEG	55,362	38,160	41,750	109.41%
231	OFFICE SUPPLIES	78,939	63,412	69,733	109.97%
232	POSTAGE	44,835	25,592	29,113	113.76%
254	ADVERTISING	2,185	3,890	5,450	140.12%
261	EQUIPMENT RENTAL	14,738	6,451	5,494	85.16%
262	RENT	113,516	123,232	124,328	100.89%
272	MILEAGE	3,234	4,280	6,094	142.39%
282	CONF-MTGS-TRAVEL	5,585	8,329	7,000	84.04%
290	MEMBERSHIPS & DUES	3,939	5,614	6,446	114.83%
302	INS-COMPREHENSIVE	46,720	35,994	36,177	100.51%
404	BOOKS & PERIODICALS	6,004	7,899	6,985	88.43%
411	PRINTING	35,872	17,086	19,500	114.13%
434	INDIRECT COSTS	337,424	355,450	363,137	102.16%
439	OTHER COSTS	226	584,361	238,900	40.88%
501	CONTRACTUAL SERVICES	43,602	35,243	49,288	139.85%
506	PROF SERVICES	200,521	119,259	154,300	129.38%
511	LEGAL EXPENSE	22,237	40,000	50,000	125.00%
521	TRAINING	1,591	8,539	12,500	146.39%
523	ADMIN RECORDS	1,636	4,049	3,000	74.10%
724	SERVICE AGREEMENTS	50,080	74,387	61,419	82.57%
	TOTAL SUPPLIES & EXP	1,068,246	1,561,227	1,290,614	82.67%
803	COMPUTER SYSTEMS	58,036	151,345	51,235	33.85%
808	OFFICE EQUIPMENT	24,708	42,852	21,051	49.13%
820	BLDG. RENOVATION	26,180	7,491	1,050	14.02%
855	RESVE-SYSTEM UPGRADE	0	76,376	37,500	49.10%
	TOTAL CAPITAL OUTLAY	108,924	278,064	110,836	39.86%
	TOTAL BUDGET	4,286,607	4,400,497	4,289,292	97.47%

ADMINISTRATION					HEARINGS				
OBJ	DESCRIPTION	FY 87/88 ACTUAL EXPENSES	FY 88/89 PROJECTED EXPENSES	FY 89/90 ADOPTED BUDGET	FY 89/90 % OF FY 88/89	FY 87/88 ACTUAL EXPENSES	FY 88/89 PROJECTED EXPENSES	FY 89/90 ADOPTED BUDGET	FY 89/90 % OF FY 88/89
100	PERMANENT EMPLOYEES	398,375	317,422	358,301	112.88%	485,688	476,216	563,602	118.35
104	BOARD ALLOWANCE	21,275	18,600	23,750	127.69%	0	0	0	0.00
149	OVERTIME	20,693	13,110	1,200	9.15%	1,902	10,598	6,600	62.28
150	AS-NEEDED EMPLOYEES	0	0	0	0.00%	333,137	35,038	0	0.00
171	MEDICRE EMP CONT	1,084	1,650	3,128	189.56%	6,199	4,337	3,449	79.51
172	INS-UNEMPLOYMENT	1,691	1,212	1,438	118.63%	2,337	1,925	2,281	118.50
173	INS-COMPENSATION	290,487	123,960	138,739	111.92%	0	0	0	0.00
174	INS-EMPL HEALTH/DENT	22,562	22,884	33,750	147.48%	30,305	37,444	56,250	150.22
177	RETIREMENT CONTRIB	56,607	63,900	58,693	91.85%	70,512	76,016	93,405	122.87
197	OTHER FRINGE BENEFITS		100	250	0.00%		549	250	0.00
			0			(170,770)	(0)		0.00
	TOTAL SALARIES & WAGES	812,774	562,839	619,249	110.02%	759,310	642,123	725,836	113.04
221	UTIL-TELEPHONE/TELEG	44,170	28,760	30,000	104.31%	11,192	9,400	11,750	125.00
231	OFFICE SUPPLIES	18,331	12,163	12,600	103.59%	21,606	16,930	20,303	119.92
232	POSTAGE	31,503	18,787	20,063	106.79%	12,025	6,345	8,050	126.87
254	ADVERTISING	2,185	3,890	5,250	134.98%	0	0	200	0.00
261	EQUIPMENT RENTAL	687	156	164	105.00%	5,072	622	530	85.26
262	RENT		0	0	0.00%	113,516	123,232	124,328	100.89
272	MILEAGE	2,876	3,243	3,300	101.76%	289	338	374	110.50
282	CONF-MTGS-TRAVEL	5,585	8,329	7,000	84.04%	0	0	0	0.00
290	MEMBERSHIPS & DUES	155	607	651	107.25%	1,380	2,110	2,210	104.74
302	INS-COMPREHENSIVE	46,192	35,412	36,177	102.16%	528	582	0	0.00
404	BOOKS & PERIODICALS	1,427	1,464	1,365	93.21%	869	2,237	1,670	74.62
411	PRINTING	33,605	17,066	19,500	114.26%	0	0	0	0.00
434	INDIRECT COSTS	337,424	355,450	363,137	102.16%	0	0	0	0.00
439	OTHER COSTS	159	584,361	238,900	40.88%	0	0	0	0.00
501	CONTRACTUAL SERVICES	2,451	3,313	3,255	98.24%	36	0	0	0.00
506	PROF SERVICES	86,044	65,500	53,700	81.98%	32,560	26,112	36,908	141.35
511	LEGAL EXPENSE	0	0	0	0.00%	71,838	16,279	44,600	273.97
521	TRAINING	1,073	3,544	2,000	56.44%	0	0	0	0.00
523	ADMIN RECORDS	0	0	0	0.00%	0	2,000	3,500	175.00
724	SERVICE AGREEMENTS	21,726	35,506	22,441	63.20%	0	0	0	0.00
						8,928	19,445	18,254	93.88
	TOTAL SUPPLIES & EXP	635,593	1,177,552	819,503	69.59%	279,839	225,632	272,676	120.85
803	COMPUTER SYSTEMS	7,336	43,193	36,750	85.08%	318	0	525	525.00
808	OFFICE EQUIPMENT	3,246	15,486	15,000	96.86%	14,754	21,203	6,051	28.54
820	BLDG. RENOVATION	4,413	0	0	0.00%	21,767	7,491	1,050	14.02
855	RESVE-SYSTEM UPGRADE		50,000	22,500	0.00%		0	0	0.00
	TOTAL CAPITAL OUTLAY	14,995	108,679	74,250	68.32%	36,839	28,694	7,626	26.58
	TOTAL BUDGET	1,463,362	1,849,070	1,513,001	81.82%	1,075,988	896,449	1,006,139	112.24

## INFORMATION SYSTEMS

OBJ	DESCRIPTION	FY 87/88 ACTUAL EXPENSES	FY 88/89 PROJECTED EXPENSES	FY 89/90 ADOPTED BUDGET	FY 89/90 % OF FY 88/89
100	PERMANENT EMPLOYEES	586,485	528,523	629,258	119.06%
104	BOARD ALLOWANCE	0	0	0	0.00%
149	OVERTIME	12,763	20,000	10,000	50.00%
150	AS-NEEDED EMPLOYEES	282,070	21,278	0	0.00%
171	MEDICRE EMP CONT	4,913	3,866	5,330	137.87%
172	INS-UNEMPLOYMENT	2,511	2,098	2,557	121.89%
173	INS-COMPENSATION	0	0	0	0.00%
174	INS-EMPL HEALTH/DENT	45,982	41,448	68,125	164.36%
177	RETIREMENT CONTRIB	91,614	84,442	104,717	124.01%
197	OTHER FRINGE BENEFITS	(133,362)	45	250	0.00%
	TOTAL SALARIES & WAGES	892,976	702,751	820,237	116.72%
221	UTIL-TELEPHONE/TELEG	0	0	0	0.00%
231	OFFICE SUPPLIES	32,391	28,811	30,230	104.93%
232	POSTAGE	1,000	10	500	0.00%
254	ADVERTISING	0	0	0	0.00%
261	EQUIPMENT RENTAL	531	0	0	ERR
262	RENT	0	0	0	0.00%
272	MILEAGE	30	37	100	272.01%
282	CONF-MTGS-TRAVEL	0	0	0	0.00%
290	MEMBERSHIPS & DUES	234	340	300	88.24%
302	INS-COMPREHENSIVE	0	0	0	0.00%
404	BOOKS & PERIODICALS	405	450	450	100.00%
411	PRINTING	2,229	0	0	ERR
434	INDIRECT COSTS	0	0	0	0.00%
439	OTHER COSTS	31	0	0	ERR
501	CONTRACTUAL SERVICES	1,072	1,606	2,525	157.20%
506	PROF SERVICES	0	0	0	0.00%
511	LEGAL EXPENSE	0	0	0	0.00%
521	TRAINING	313	2,000	2,000	100.00%
523	ADMIN RECORDS	0	0	0	0.00%
724	SERVICE AGREEMENTS	16,394	18,692	20,104	107.55%
	TOTAL SUPPLIES & EXP	54,630	51,946	56,209	108.21%
803	COMPUTER SYSTEMS	50,382	108,152	13,960	12.91%
808	OFFICE EQUIPMENT	3,462	613	0	0.00%
820	BLDG. RENOVATION	0	0	0	0.00%
855	RESVE-SYSTEM UPGRADE	0	26,376	15,000	56.87%
	TOTAL CAPITAL OUTLAY	53,844	135,141	28,960	21.43%
	TOTAL BUDGET	1,001,450	889,839	905,406	101.75%

## LEGAL

FY 87/88 ACTUAL EXPENSES	FY 88/89 PROJECTED EXPENSES	FY 89/90 ADOPTED BUDGET	FY 89/90 % OF FY 88/89
561,247	524,009	575,688	109.86%
0	0	0	0.00%
3,265	7,104	2,580	36.32%
2,026	0	0	0.00%
2,714	2,875	6,135	213.38%
2,041	1,966	2,313	117.63%
0	0	0	0.00%
29,382	32,732	41,250	126.03%
84,925	85,378	94,303	110.45%
47	0	250	0.00%
(41,270)	(571)		0.00%
644,377	653,493	722,520	110.56%
0	0	0	0.00%
6,611	5,508	6,600	119.84%
307	450	500	111.11%
0	0	0	0.00%
8,448	5,673	4,800	84.61%
0	0	0	0.00%
39	662	2,320	350.60%
0	0	0	0.00%
2,170	2,557	3,285	128.49%
0	0	0	0.00%
3,303	3,747	3,500	93.41%
38	20	0	0.00%
0	0	0	0.00%
0	0	0	0.00%
7,519	4,212	6,600	156.69%
42,639	37,480	56,000	149.41%
22,237	40,000	50,000	125.00%
205	995	5,000	502.51%
1,636	4,049	3,000	74.10%
3,032	744	620	83.28%
98,184	106,097	142,225	134.05%
0	0	0	0.00%
3,246	5,550	0	0.00%
0	0	0	0.00%
0	0	0	0.00%
3,246	5,550	0	0.00%
745,807	765,139	864,745	113.02%