
SANTA MONICA
RENT CONTROL BOARD

operating budget
fiscal year 1990/91

adopted
6/7/90

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SANTA MONICA



CITY OF
CALIFORNIA

Rent Control Board
(213) 458-8751

July 9, 1990

1685 Main Street
P.O. Box 2200
Santa Monica, CA 90406-2200

Dear Santa Monica Citizens:

The Santa Monica Rent Control Board's budget for fiscal year 1990/91 can be funded without an increase in the current registration fee of \$144 per unit. The budget does, however, provide for seven new staff positions. Six of the seven new positions, which were added by the Board midyear FY 89/90, are necessary to enable the Rent Control Board to process and hear tenant complaints for excess rent. With the lifting of an injunction in the case McHugh v. Santa Monica Rent Control Board, the agency is again able to process tenant complaints for excess rent. This budget adds two Hearing Examiners and one Staff Assistant III as new positions for the Hearings Department. An Administrative Analyst, who will serve as a settlement facilitator, an Information Coordinator and a Staff Assistant III are added to initially process the complaints.

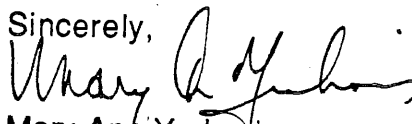
The other new position is an Administrative Analyst who will work in the Administration Department on various research projects and program development.

The only major capital expenditure in the budget is an upgrade of the word processing equipment in the Legal Department. This is the final phase of a word processing upgrade which was begun in fiscal year 1988/89.

Overall, the budget represents an expenditure decrease of .38% from projected expenditures for the fiscal year 1989/90. The budget is able to fund the increase in staff size necessary to process tenant complaints without an increase in registration fees because resources, which in previous years were utilized to repay the Petris loan to the City, are now allocated for staff salaries.

The Rent Control Board and staff are looking forward to again having the ability to administratively process tenant complaints for excess rent. In the past, this was a major component in gaining compliance with the Rent Control Law. This budget provides the resources necessary for the agency to efficiently process tenant complaints for excess rent.

Sincerely,



Mary Ann Yurkonis
Administrator

MAY:cs

LABOR SUMMARY
FY 1990/91

<u>Classification</u>	<u>Authorized 1989/90</u>	<u>Mid-Year Changes 1989/90</u>	<u>Proposed Positions 1990/91</u>
Administration	8.6	1.0	10.6
Hearings	15.0	3.0	18.0
Information Systems	17.5	2.0	19.5
Legal	11.0	0.0	11.0
TOTAL	52.1	6.0	59.1

PERMANENT STAFF
Under Proposed FY 1990/91 Budget
Agency Total

<u>Classification</u>	<u>Authorized 1989/90</u>	<u>Mid-Year Changes 1989/90</u>	<u>Proposed Positions 1990/91</u>
Administrative Analyst	2.6	1.0	5.6
Administrative Staff Assistant	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	2.0	6.0
Hearings Department Manager	1.0		1.0
Hearing Investigator	1.0		1.0
Information Coordinator	9.5	1.0	10.5
Information Systems Dept. Manager	1.0		1.0
Legal Secretary II	4.0	-1.0	3.0
Legal Staff Assistant	0.0	1.0	1.0
Office Manager	2.0		2.0
Receptionist	1.0		1.0
Senior Administrative Analyst	2.0		1.0
Staff Assistant II	1.0		1.0
Staff Assistant III	7.0	2.0	9.0
Staff Assistant IV	3.0		3.0
Staff Attorney	6.0		6.0
TOTAL	52.1	+6.0	59.1

6/7/90

FY90/91 ADOPTED BUDGET

AGENCY BUDGET

OBJ	DESCRIPTION	FY 87/88 ACTUAL EXPENSES	FY 88/89 ACTUAL EXPENSES	FY 89/90 ADOPTED BUDGET	FY 89/90 REVISED BUDGET	FY 89/90 PROJECTED EXPENSES	FY 90/91 ADOPTED BUDGET
100	PERMANENT EMPLOYEES	2,031,795	1,796,098	2,126,849	2,126,849	2,013,397	2,483,662
104	BOARD ALLOWANCE	21,275	18,900	23,750	23,750	17,925	23,750
149	OVERTIME	38,623	43,309	20,380	20,380	20,847	15,200
150	AS-NEEDED EMPLOYEES	617,233	68,756	0	0	75,121	0
171	MEDICRE EMP CONT	14,910	11,810	18,042	18,042	14,711	12,438
172	INS-UNEMPLOYMENT	8,580	7,041	8,589	8,589	8,476	9,971
173	INS-COMPENSATION	290,487	123,960	138,739	138,739	138,739	123,775
174	INS-EMPL HEALTH/DENT	128,231	131,373	199,375	199,375	155,584	222,000
177	RETIREMENT CONTRIB	303,658	284,911	351,118	351,118	245,655	320,641
197	OTHER FRINGE BENEFITS	47	694	1,000	1,000	882	1,000
		(345,402)	481	0	0	(668)	0
	TOTAL SALARIES & WAGES	3,109,437	2,487,333	2,887,842	2,887,842	2,690,668	3,212,436
221	UTIL-TELEPHONE/TELEG	55,362	38,243	41,750	41,750	43,945	43,838
231	OFFICE SUPPLIES	78,939	65,293	69,733	69,733	46,304	57,953
232	POSTAGE	44,835	25,426	29,113	29,113	29,910	35,224
254	ADVERTISING	2,185	3,279	5,450	5,450	5,648	5,500
261	EQUIPMENT RENTAL	14,738	6,205	5,494	5,494	4,561	5,585
262	RENT	113,516	123,232	124,328	124,328	129,752	139,662
272	MILEAGE	3,234	4,060	6,094	6,094	5,985	7,743
282	CONF-MTGS-TRAVEL	5,585	9,418	7,000	7,000	7,606	7,000
290	MEMBERSHIPS & DUES	3,939	5,097	6,446	6,446	5,314	8,288
302	INS-COMPREHENSIVE	46,720	35,992	36,177	36,177	32,358	33,796
404	BOOKS & PERIODICALS	6,004	8,407	6,985	6,985	5,862	6,283
411	PRINTING	35,872	15,451	19,500	19,500	25,752	21,700
434	INDIRECT COSTS	337,424	355,450	363,137	363,137	369,191	289,543
439	OTHER COSTS	226	550,109	238,900	247,900	399,200	39,200
501	CONTRACTUAL SERVICES	43,602	30,994	49,288	49,288	23,472	43,178
506	PROF SERVICES	200,521	82,982	154,300	154,300	110,942	82,800
511	LEGAL EXPENSE	22,237	39,075	50,000	50,000	51,147	41,000
521	TRAINING	1,591	4,169	12,500	12,500	5,953	9,000
523	ADMIN RECORDS	1,636	3,399	3,000	3,000	3,122	3,000
724	SERVICE AGREEMENTS	50,080	52,699	61,419	66,795	66,233	64,783
	TOTAL SUPPLIES & EXP	1,068,246	1,458,981	1,290,615	1,304,991	1,372,258	945,075
803	COMPUTER SYSTEMS	58,036	108,038	51,235	127,295	121,682	97,576
808	OFFICE EQUIPMENT	24,708	27,891	21,051	27,249	52,034	19,151
820	BLDG. RENOVATION	26,180	2,509	1,050	1,050	1,050	1,000
855	RESVE-SYSTEM UPGRADE	0	0	37,500	33,240	81,561	27,500
	TOTAL CAPITAL OUTLAY	108,924	138,438	110,836	188,834	256,327	145,227
	TOTAL BUDGET	\$4,286,607	4,084,752	4,289,293	4,381,667	4,319,253	4,302,739

100 PERMANENT EMPLOYEE SALARIES

ALLOCATION: \$2,483,662 (Total Agency Positions 59.1)

Administration	10.6 positions	\$456,015
Hearings	18.0 positions	745,463
Information Systems	19.5 positions	692,510
Legal	11.0 positions	589,674
Agency Total	59.1 positions	\$2,483,662

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 General Counsel commencing November, 1990 and for the Administrator commencing April, 1991. The SUE Memorandum of Understanding does not provide for another cost-of-living increase until January 1, 1991. 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: \$15,200

This allocation covers \$1,200 for Administration, \$3,500 for Hearings, \$9,000 for the busy summer months in Information Systems and \$1,500 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: \$12,438

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. This allocation has been reduced because a large number of long-time employees terminated employment in the past year.

172 INSURANCE/UNEMPLOYMENT

ALLOCATION: \$9,971

Unemployment insurance contribution is computed at a rate of .4 percent of gross salaries, on both permanent salaries and overtime.

173 INSURANCE/WORKERS' COMPENSATION

ALLOCATION: \$123,775

The City of Santa Monica projects its total Workers' Compensation costs to be \$2.7 million. The Rent Control Board's allocation of \$123,775 represents a 4.5 percent share of the total costs.

The Rent Control Board has participated in the City's Workers' Compensation fund since 1983. 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 5.3 percent to 4.5 percent in the past year.

174 INSURANCE/EMPLOYEE HEALTH-DENTAL

ALLOCATION: \$222,000

Though the premiums for the individual health and dental plans selected by permanent employees may vary, a flat rate of \$3,700 per year per permanent employee is used in projecting the allocation. This amount includes funding for health and dental benefits for 60 permanent employees for twelve months.

177 RETIREMENT CONTRIBUTION

ALLOCATION: \$320,641

The retirement contribution for the Rent Control staff is calculated by applying a factor of 12.91 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 \$850 for such reimbursements.

221 UTILITIES/TELEPHONE

ALLOCATION: \$43,837

This allocation covers telephone expenses for the entire agency as well as gas, water and electricity for the Hearings Department as required by the lease. The allocation represents a 5% increase from the 1989/90 allocation. The following shows the staff estimate for phone, gas, water and electricity expenses:

Phone	31,500
Gas	315
Water	1,942
Electricity	10,080

231 OFFICE SUPPLIES

ALLOCATION: \$57,953

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 paper.

232 POSTAGE

ALLOCATION: \$35,224

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

General Adjustment/Registration Fee/ Registration Fee Rebills	11,504
Hearings Department Noticing	9,660
General Mailings	13,560
Legal - Miscellaneous Postage	500

254 ADVERTISING

ALLOCATION: \$5,500

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: \$5,585

Postage Meter and Scale	525
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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 fee based on time used accessing a computerized legal research system which is used by the Legal Department.

Sparkletts	260
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To lease the water cooler refrigerators in the Rent Control Offices.

262 RENT

ALLOCATION: \$139,662

There is insufficient space in City Hall to house the agency's Hearings Department. This allocation includes funds to continue to rent 7,065 square feet of office space at 819 Broadway for the Hearings Department. The lease provides for monthly payments of \$11,294.11 from July 1, 1990 through April 30, 1991 and \$11,858.31 from May 1, 1991 through June 30, 1991. Additionally, the allocation includes funds to pay the property tax on the building, estimated at \$2,884 and \$120 for the business license, as required by the triple net lease.

272 MILEAGE

ALLOCATION: \$7,743

This allocation provides for car allowances for staff as well as mileage reimbursements for 3,372 miles at 25 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: \$8,288

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: \$33,796

General Liability: \$33,008

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: \$530

Includes fire and theft coverage for office equipment, furniture and valuable papers. It also covers all computer equipment and software 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: \$258

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

404 BOOKS AND PERIODICALS

ALLOCATION: \$6,283

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: \$21,700

Charter Amendment and Regulations: 6,600

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: 3,400

Operating Budget: 550

General Adjustment/Registration Fee Letters: 5,000

Annual Report: 150

Miscellaneous Printing: 6,000

434 ADMINISTRATIVE INDIRECT COSTS

ALLOCATION: \$289,543

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. A credit of \$804 for tuition reimbursement is included in the allocation.

Audit Expenses: \$443

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 1988/89.

Allocation Percentage - 2.95% of total audit costs to the City.

City Attorney: \$53,739

Services Rendered - Rent Control related litigation.

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

Allocation Percentage - 2.5%

City Manager: \$7,061

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: \$269

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 - .05%

Data Processing, Programming: \$3,666

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

Allocation Base - Data processing staff time spent in assistance to Rent Control in 1988/89.

Allocation Percentage - .29%

Finance, Accounting: \$44,255

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

Allocation Base - Number of warrants issued in 1988/89.

Allocation Percentage - 3.94%

Finance, Payroll: \$7,304

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

Allocation Base - Authorized full-time positions in 1988/89.

Allocation Percentage - 3.77%

Finance, Treasurer/Management: \$9,325

Services Rendered - The management and investment of Rent Control funds. For 1990/91, the expected rate of return on invested Rent Control funds is 7.5%.

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

Allocation Percentage - 3.7%

Finance, Treasurer/Receipts: \$3,287

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

Allocation Base - Cash receipts issued in 1988/89.

Allocation Percentage - 2.49%

General Services, City Hall Maintenance: \$50,451

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: \$7,361

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

Allocation Base - Actual electrician labor hours from 1988/89.

Allocation Percentage - 1.23%

General Services, Public Facilities Maintenance: \$24,868

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

Allocation Base - Actual labor hours spent on Rent Control projects in 1988/89.

Allocation Percentage - 2.66%

Personnel, General: \$44,839

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 1988/89.

Allocation Percentage - 4.32%

Personnel, Recruitment: \$18,909

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 1988/89.

Allocation Percentage - 5.51%

Purchasing: \$11,730

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 1988/89.

Allocation Percentage - 2.38%

Warehouse: \$2,840

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 1988/89.

Allocation Percentage - 1.18%

439 OTHER COSTS

ALLOCATION: \$39,200

The allocation includes costs for cable television coverage of three Rent Board meetings per month at \$400 per meeting, \$1,800 for reusable video tapes, \$20,000 in dedicated resources for Board Special Projects and \$3,000 for general emergency dedicated resources.

501 CONTRACTUAL SERVICES

ALLOCATION: \$43,178

Administration: \$3,400

\$1,200 for mailhouse services for mass mailings.

\$2,200 for access to the County assessor's data base through DataQuick.

Hearings: \$33,278

\$6,388 for custodial services.

\$23,000 for an attorney service to serve subpoenas and advance witness fees.

\$290 to monitor and service the burglar alarm system.

\$3,600 for messenger service.

Information Systems: \$2,500

\$2,500 for storage and retrieval of files.

Legal: \$4,000

\$2,400 for a registered process server.

\$1,600 for messenger service.

506 PROFESSIONAL SERVICES

ALLOCATION: \$82,800

Administration: \$48,500

\$30,000 for a lobbyist to represent the Board's interests in Sacramento.

\$8,500 for a court reporter to take down the proceedings of each Board meeting.

\$10,000 for the cost of reimbursing the City for a police officer to serve as sergeant-at-arms at regular Board meetings.

Hearings: \$3,500

\$3,500 for interpreter services at hearings.

Legal: \$30,800

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 11 Category B and C appraisals.

511 LEGAL EXPENSE

ALLOCATION: \$41,000

The allocation covers costs of a shorthand reporter and other direct costs of litigation (\$10,000), title searches for Ellis properties (\$6,000), and a reserve for potential legal liabilities (\$25,000).

521 TRAINING

ALLOCATION: \$9,000

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. \$1,000 is for word processing training for the Legal 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 of reproduction of administrative records related to rent control hearings and litigation. The Agency is reimbursed by the party requesting the administrative record.

724 SERVICE AGREEMENTS

ALLOCATION: \$64,783

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

Administration: \$18,396

Xerox copier	11,820
Wang Word Processing Hardware (6 months)	6,426
City Hall alarm	150

Hearings: \$15,399

IBM 60 copier (Hearings)	5,250
IBM 70 copier (Hearings)	4,140
Pacific Alarm	363
Postage Meter and Scale	447
Canon Desktop Copier	185
Sony Recording Equipment	1,675
Bell & Howell Microfiche Equipment	356
Wang Software Support	917
Air Conditioning Equipment	2,066

Information Systems: \$30,868

Hewlett-Packard Computer Hardware and Software	14,397
Macintosh System	12,396
Bell & Howell Microfiche Equipment	3,675
Typewriter Service	400

Legal: \$120

Lexis	120
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803 COMPUTER SYSTEMS

ALLOCATION: \$97,576

Administration: \$82,509

Purchase of Word Processing Upgrade - Phase 3 82,509

Hearings: \$525

Miscellaneous computer equipment 525

Information Systems: \$14,542

Final year of existing lease/purchase agreement
of Hewlett-Packard computer 2,834

Third year lease/purchase of disk drive 7,708

Reserve for software 4,000

808 OFFICE EQUIPMENT

ALLOCATION: \$19,151

Administration: \$5,000

Workstation ergonomic modifications 5,000

Hearings: \$8,151

Fourth year of lease/purchase on IBM 70 copier 6,051

File cabinets 2,100

Information Systems: \$1,000

Workstation enhancements 1,000

Legal: \$5,000

Ergonomic and replacement furniture 5,000

820 BUILDING RENOVATION

ALLOCATION: \$1,000

\$1,000 miscellaneous for Hearings Department.

855 RESERVE FOR COMPUTER SYSTEM UPGRADES

ALLOCATION: \$27,500

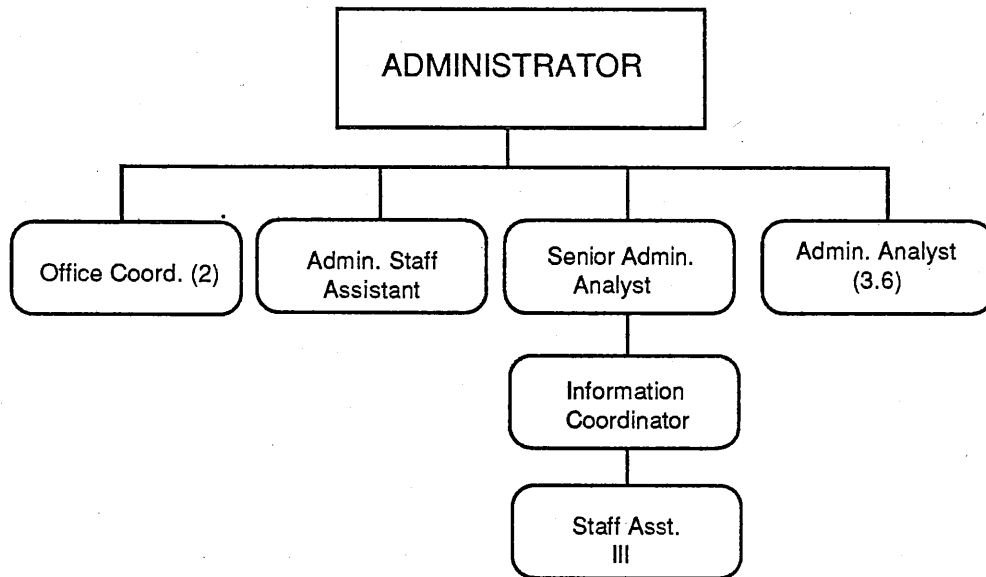
Administration: \$12,500

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. \$2,500 was set aside in the FY 89/90 budget. This allocation of \$2,500 would complete the purchase. An additional \$10,000 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 overall 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; two Administrative Analysts who investigate and prepare staff reports on exemptions and carry out research projects requested by the Administrator or Board; a third Administrative Analyst who tries to mediate settlements in excess rent disputes; a new position for a fourth Administrative Analyst to perform research and work on special projects; and an Information Coordinator to perform the staff functions for the new Incentive Housing Program.

The staff also includes two Office Coordinators and one Staff Assistant III who perform the administrative, record-keeping and clerical responsibilities for the Board and Administrator and an Administrative Staff Assistant who serves as secretary to the Administrator.

The Analyst/Mediator position was added at the mid-year as a result of winning the McHugh case.

Significant Changes

The most significant change in the Administration department has been the added responsibility of the settlement mediation aspect of excess rent claims.

1990/91 Goals

1. Initiate and coordinate review of Agency-wide performance standards and work allocations.
2. Expand staff research and resource functions.
3. Continue to improve internal training programs.
4. Continue "future needs" analysis in the areas of personnel and capital outlay.
5. Complete Agency-wide upgrade of word processing.
6. 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.
7. Continue implementation of the Incentive Housing Program.
8. Closely monitor and continue to develop settlement mediation.

6/7/90

FY90/91 ADOPTED BUDGET

ADMINISTRATION

OBJ	DESCRIPTION	FY 87/88 ACTUAL EXPENSES	FY 88/89 ACTUAL EXPENSES	FY 89/90 ADOPTED BUDGET	FY 89/90 REVISED BUDGET	FY 89/90 PROJECTED EXPENSES	FY 90/91 ADOPTED BUDGET
100	PERMANENT EMPLOYEES	398,375	315,911	358,301	358,301	392,035	456,015
104	BOARD ALLOWANCE	21,275	18,900	23,750	23,750	17,925	23,750
149	OVERTIME	20,693	13,024	1,200	1,200	931	1,200
150	AS-NEEDED EMPLOYEES		0	0	0	0	0
171	MEDICRE EMP CONT	1,084	1,218	3,128	3,128	1,558	2,814
172	INS-UNEMPLOYMENT	1,691	1,182	1,438	1,438	1,615	1,824
173	INS-COMPENSATION	290,487	123,960	138,739	138,739	138,739	123,775
174	INS-EMPL HEALTH/DENT	22,562	22,773	33,750	33,750	28,270	40,700
177	RETIREMENT CONTRIB	56,607	47,986	58,693	58,693	49,019	58,872
197	OTHER FRINGE BENEFITS		100	250	250	0	250
	TOTAL SALARIES & WAGES	812,774	545,054	619,249	619,249	630,092	709,200
221	UTIL-TELEPHONE/TELEG	44,170	27,475	30,000	30,000	30,347	31,500
231	OFFICE SUPPLIES	18,331	14,576	12,600	12,600	11,547	9,000
232	POSTAGE	31,503	20,041	20,063	20,063	21,345	25,064
254	ADVERTISING	2,185	3,279	5,250	5,250	5,648	5,500
261	EQUIPMENT RENTAL	687	156	164	164	151	260
262	RENT		0	0	0	0	0
272	MILEAGE	2,876	3,168	3,300	3,300	3,516	4,200
282	CONF-MTGS-TRAVEL	5,585	9,418	7,000	7,000	7,606	7,000
290	MEMBERSHIPS & DUES	155	607	651	651	590	700
302	INS-COMPREHENSIVE	46,192	35,412	36,177	36,177	31,899	33,796
404	BOOKS & PERIODICALS	1,427	1,588	1,365	1,365	1,164	1,433
411	PRINTING	33,605	15,348	19,500	19,500	25,278	21,700
434	INDIRECT COSTS	337,424	355,450	363,137	363,137	369,191	289,543
439	OTHER COSTS	159	550,109	238,900	247,900	399,200	39,200
501	CONTRACTUAL SERVICES	2,451	2,718	3,255	3,255	2,424	3,400
506	PROF SERVICES	86,044	57,760	53,700	53,700	68,368	48,500
511	LEGAL EXPENSE		0	0	0	0	0
521	TRAINING	1,073	554	2,000	2,000	2,354	3,000
523	ADMIN RECORDS		0	0	0	0	0
724	SERVICE AGREEMENTS	21,726	21,292	22,441	27,817	33,737	18,396
	TOTAL SUPPLIES & EXP	635,593	1,118,951	819,503	833,879	1,014,365	542,192
803	COMPUTER SYSTEMS	7,336	9,599	36,750	108,550	109,500	82,509
808	OFFICE EQUIPMENT	3,246	14,166	15,000	15,000	44,380	5,000
820	BLDG. RENOVATION	4,413	0	0	0	0	0
855	RESVE-SYSTEM UPGRADE	0	0	22,500	18,240	59,495	12,500
	TOTAL CAPITAL OUTLAY	14,995	23,766	74,250	141,790	213,375	100,009
	TOTAL BUDGET	\$1,463,362	1,687,770	1,513,002	1,594,918	1,857,832	1,351,401

100 PERMANENT EMPLOYEE SALARIES -- \$456,015

CLASSIFICATION	AUTHORIZED POSITIONS FY 1989/90	MID-YEAR CHANGES	PROPOSED POSITIONS FY 1990/91
Administrator	1	0	1
Administrative Analyst	1.6	1	3.6
Office Coordinator	2	0	2
Sr. Administrative Analyst	1	0	1
Information Coordinator	1	0	1
Administrative Staff Asst.	1	0	1
Staff Assistant III	1	0	1
Total positions	8.6	+1	10.6

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 -- \$2,814

172 INSURANCE/UNEMPLOYMENT -- \$1,824

173 INSURANCE/WORKERS' COMPENSATION -- \$123,775

This allocation covers the Workers Compensation costs for the Agency.

174 INSURANCE/EMPLOYEE HEALTH-DENTAL -- \$40,700

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

177 RETIREMENT CONTRIBUTION -- \$58,872

197 OTHER FRINGE BENEFITS -- \$250

221 UTILITIES/TELEPHONE -- \$31,500

This allocation covers telephone expense of \$31,500 for the entire agency.

231 OFFICE SUPPLIES -- \$9,000

232 POSTAGE -- \$25,064

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

General Adjustment/Registration Fee/ Registration Fee Rebills	11,504
General Mailings	13,560

254 ADVERTISING -- \$5,500

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 -- \$260

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

272 MILEAGE -- \$4,200

Provides for car allowances for staff as well as mileage reimbursements for 1,200 miles at 25 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. Expenses related to conducting Board meetings are also charged to this account.

290 MEMBERSHIP AND DUES -- \$700

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

302 INSURANCE -- \$33,796

General Liability: \$33,008

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 \$530

Includes fire and theft of office equipment, furniture and valuable papers. It also covers all computer equipment and software 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: \$258

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

404 BOOKS AND PERIODICALS -- \$1,433

This allocation covers purchase of books and materials on rent control and housing issues, and subscriptions of newspapers and journals.

411 PRINTING - \$21,700

Charter Amendment and Regulations: 6,600

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: 3,400

Operating Budget: 550

General Adjustment/Registration Fee Letters: 5,000

Annual Report: 150

Miscellaneous Printing: 6,000

434 ADMINISTRATIVE INDIRECT COSTS - \$289,543

Details listed in Agency Budget section beginning page 8.

439 OTHER COSTS

ALLOCATION: \$39,200

The allocation includes costs for cable television coverage of three Rent Board meetings per month at \$400 per meeting, \$1,800 for reusable video tapes, \$20,000 in dedicated resources for Board Special Projects and \$3,000 for general emergency dedicated resources.

501 CONTRACTUAL SERVICES - \$3,400

This allocation includes \$1,200 for mailhouse services for mass mailings and \$2,200 for access to the County assessor's data base through DataQuick.

506 PROFESSIONAL SERVICES -- \$48,500

\$30,000 for a lobbyist to represent the Board's interests in Sacramento.

\$8,500 for a court reporter to take down the proceedings of each Board meeting.

\$10,000 for the cost of reimbursing the City for a police officer to serve as sergeant-at-arms at regular Board meetings.

521 TRAINING -- \$3,000

The allocation includes \$2,000 for workshops for Administration staff and \$1,000 for word processing training for the Legal Department as part of the word processing upgrade.

724 SERVICE AGREEMENTS -- \$18,396

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

Xerox copier (City Hall)	11,820
Wang Word Processing Hardware	6,426
City Hall alarm	150

803 COMPUTER SYSTEMS -- \$82,509

Purchase of Word Processing Upgrade - Phase 3	82,509
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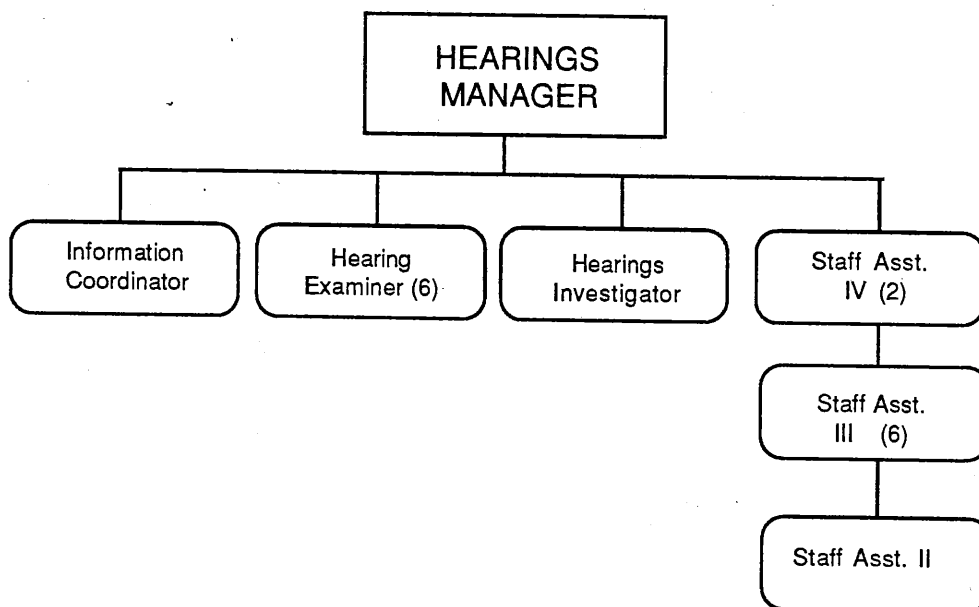
808 OFFICE EQUIPMENT -- \$5,000

Workstation ergonomic adjustments	5,000
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855 RESERVE FOR COMPUTER SYSTEM UPGRADES -- \$12,500

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. \$2,500 was set aside in in FY 89/90 budget. This allocation of \$2,500 would complete the purchase. An additional \$10,000 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.

1990/91 Goals

1. Provide for the housing of all closed agency case files. This goal can be accomplished once all obsolete materials have been eliminated and all other appropriate documents have been transferred to permanent storage.
2. Cross-train Staff Assistants in duties that are assigned to other specific Staff Assistants. This will create a pool of fully trained clerical staff prepared for peak periods and employee absences.
3. Develop written instructions for all office procedures. This entails documenting step-by-step instructions for all office procedures resulting in a reference guide for existing employees as well as a training manual for new employees.
4. Continue the development of a training manual for hearing examiners.

6/7/90

FY90/91 ADOPTED BUDGET

HEARINGS

OBJ	DESCRIPTION	FY 87/88 ACTUAL EXPENSES	FY 88/89 ACTUAL EXPENSES	FY 89/90 ADOPTED BUDGET	FY 89/90 REVISED BUDGET	FY 89/90 PROJECTED EXPENSES	FY 90/91 ADOPTED BUDGET
100	PERMANENT EMPLOYEES	485,688	470,238	563,602	563,602	611,275	745,463
104	BOARD ALLOWANCE	0	0	0	0	0	0
149	OVERTIME	1,902	11,166	6,600	6,600	3,890	3,500
150	AS-NEEDED EMPLOYEES	333,137	42,823	0	0	26,325	0
171	MEDICRE EMP CONT	6,199	4,677	3,449	3,449	4,512	4,226
172	INS-UNEMPLOYMENT	2,337	1,873	2,281	2,281	2,565	2,982
173	INS-COMPENSATION		0	0	0	0	0
174	INS-EMPL HEALTH/DENT	30,305	37,342	56,250	56,250	49,797	66,600
177	RETIREMENT CONTRIB	70,512	72,638	93,405	93,405	73,840	96,239
197	OTHER FRINGE BENEFITS		549	250	250	382	250
		(170,770)	(0)	0	0	0	0
	TOTAL SALARIES & WAGES	759,310	641,307	725,836	725,836	772,586	919,260
221	UTIL-TELEPHONE/TELEG	11,192	10,767	11,750	11,750	13,598	12,338
231	OFFICE SUPPLIES	21,606	17,076	20,303	20,303	13,465	17,860
232	POSTAGE	12,025	5,000	8,050	8,050	8,100	9,660
254	ADVERTISING	0	0	200	200	0	0
261	EQUIPMENT RENTAL	5,072	536	530	530	603	525
262	RENT	113,516	123,232	124,328	124,328	129,752	139,662
272	MILEAGE	289	387	374	374	342	393
282	CONF-MTGS-TRAVEL	0	0	0	0	0	0
290	MEMBERSHIPS & DUES	1,380	1,668	2,210	2,210	1,760	3,828
302	INS-COMPREHENSIVE	528	580	0	0	459	0
404	BOOKS & PERIODICALS	869	2,241	1,670	1,670	1,049	1,400
411	PRINTING	0	0	0	0	293	0
434	INDIRECT COSTS	0	0	0	0	0	0
439	OTHER COSTS	36	0	0	0	0	0
501	CONTRACTUAL SERVICES	32,560	22,575	36,908	36,908	14,770	33,278
506	PROF SERVICES	71,838	10,236	44,600	44,600	4,804	3,500
511	LEGAL EXPENSE		0	0	0	0	0
521	TRAINING		641	3,500	3,500	1,612	2,000
523	ADMIN RECORDS		0	0	0	0	0
724	SERVICE AGREEMENTS	8,928	14,680	18,254	18,254	12,142	15,399
	TOTAL SUPPLIES & EXP	279,839	209,618	272,677	272,677	202,749	239,842
803	COMPUTER SYSTEMS	318	0	525	525	0	525
808	OFFICE EQUIPMENT	14,754	13,724	6,051	6,051	6,646	8,151
820	BLDG. RENOVATION	21,767	2,509	1,050	1,050	1,050	1,000
855	RESVE-SYSTEM UPGRADE		0	0	0	0	0
	TOTAL CAPITAL OUTLAY	36,839	16,234	7,626	7,626	7,696	9,676
	TOTAL BUDGET	\$1,075,988	867,159	1,006,140	1,006,140	983,030	1,168,778

HEARINGS DEPARTMENT

100 PERMANENT EMPLOYEE SALARIES -- \$745,463

<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS FY 1989/90</u>	<u>MID-YEAR CHANGES</u>	<u>PROPOSED POSITIONS FY 1990/91</u>
Department Manager	1	0	1
Hearing Examiner	4	2	6
Hearings Investigator	1	0	1
Information Coordinator	1	0	1
Staff Assistant IV	2	0	2
Staff Assistant III	5	1	6
Staff Assistant II	1	0	1
Total positions	15	0	18

149 OVERTIME -- \$3,500

171 INSURANCE/MEDICARE -- \$4,226

172 INSURANCE/UNEMPLOYMENT -- \$2,982

174 INSURANCE/EMPLOYEE HEALTH-DENTAL -- \$66,600

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

177 RETIREMENT CONTRIBUTION -- \$96,239

197 OTHER FRINGE BENEFITS -- \$250

221 UTILITIES/TELEPHONE -- \$12,337

This allocation covers gas, water and electricity as required by the lease. The allocation represents an 5% increase from the 1989/90 allocation. The following shows the staff estimate for phone, gas, water and electricity expenses:

Gas	315
Water	1,942
Electricity	10,080

231 OFFICE SUPPLIES -- \$17,860

232 POSTAGE -- \$9,660

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

261 EQUIPMENT RENTAL -- \$525

Postage Meter and Scale 525

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

262 RENT -- \$139,662

There is insufficient space in City Hall to house the agency's Hearing's Department. This allocation includes funds to continue to rent 7,065 square feet of office space at 819 Broadway for the Hearings Department. The lease provides for monthly payments of \$11,294.11 from July 1, 1990 through April 30, 1991 and \$11,858.31 from May 1, 1991 through June 30, 1991. Additionally, the allocation includes funds to pay the property tax on the building, estimated at \$2,884 and \$120 for the business license, as required by the triple net lease.

272 MILEAGE -- \$393

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

290 MEMBERSHIP AND DUES -- \$3,828

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

404 BOOKS AND PERIODICALS -- \$1,400

501 CONTRACTUAL SERVICES -- \$33,278

\$6,388 for custodial services.

\$23,000 for an attorney service to serve subpoenas and advance witness fees.

\$290 to monitor and service the burglar alarm system.

\$3,600 for messenger service.

506 PROFESSIONAL SERVICES -- \$3,500

\$3,500 for interpreter services at hearings.

521 TRAINING -- \$2,000

This allocation is for courses, seminars and workshops conducted by universities, professional associations and other educational organizations. 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 -- \$15,399

Wang Word Processing Software	917
IBM 60 copier (Hearings)	5,250
IBM 70 copier (Hearings)	4,140
Pacific Alarm	363
Postage Meter and Scale	447
Canon Desktop Copier	185
Sony Recording Equipment	1,675
Bell & Howell Microfiche Equipment	356
Air Conditioning Equipment	2,066

803 COMPUTER SYSTEMS -- \$525

Miscellaneous computer equipment

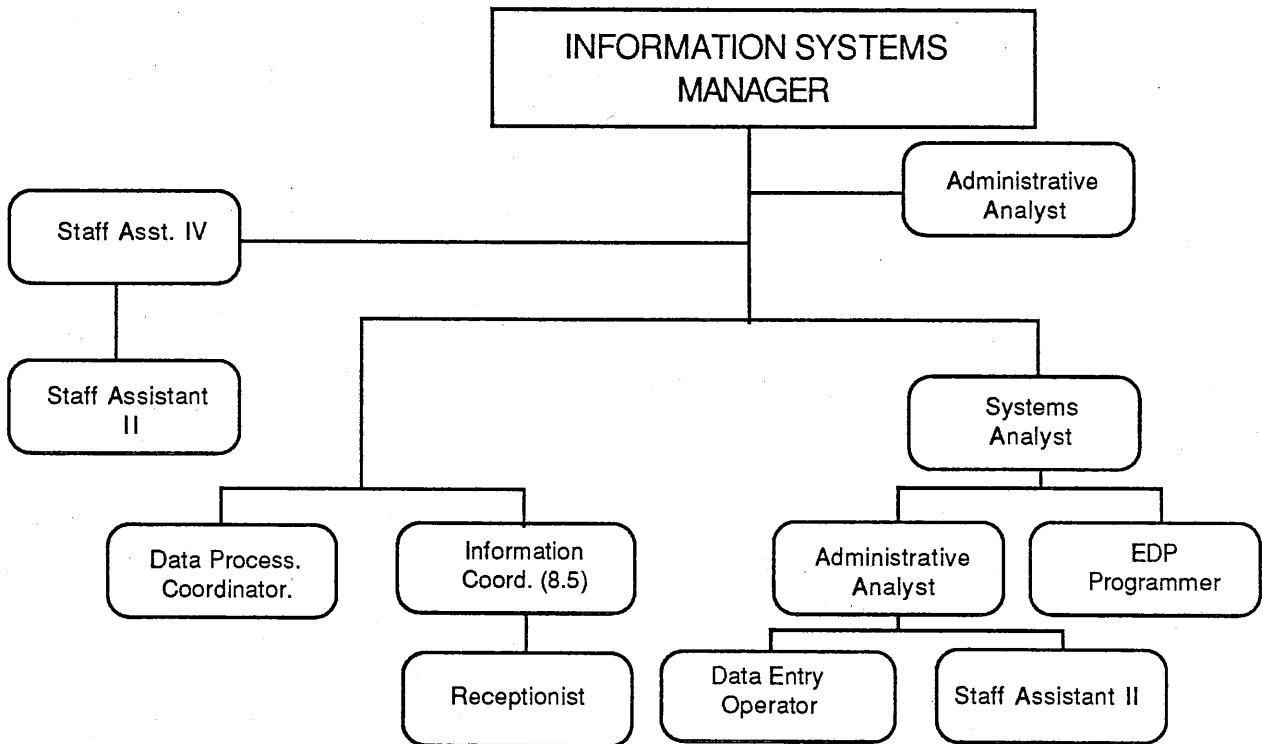
808 OFFICE EQUIPMENT -- 8,151

Fourth year of Lease/purchase on IBM 70 copier at Hearings Department	6,051
File cabinets	2,100

820 BUILDING RENOVATION -- \$1,000

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 and receive and process petitions for rent level increases, decreases and complaints of excess rent.

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

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.

1990/91 Goals

1. Install new word processing network in the Legal and Hearings Departments.
2. Reprogram the automated billing system.
3. Begin the field-by-field checking of the data base for accuracy.

6/7/90

FY90/91 ADOPTED BUDGET

INFORMATION SYSTEMS

OBJ	DESCRIPTION	FY 87/88 ACTUAL EXPENSES	FY 88/89 ACTUAL EXPENSES	FY 89/90 ADOPTED BUDGET	FY 89/90 REVISED BUDGET	FY 89/90 PROJECTED EXPENSES	FY 90/91 ADOPTED BUDGET
100	PERMANENT EMPLOYEES	586,485	510,079	629,258	629,258	535,650	692,510
104	BOARD ALLOWANCE	0	0	0	0	0	0
149	OVERTIME	12,763	11,453	10,000	10,000	15,051	9,000
150	AS-NEEDED EMPLOYEES	282,070	25,933	0	0	16,066	0
171	MEDICRE EMP CONT	4,913	3,690	5,330	5,330	4,559	2,749
172	INS-UNEMPLOYMENT	2,511	2,070	2,557	2,557	2,265	2,806
173	INS-COMPENSATION	0	0	0	0	0	0
174	INS-EMPL HEALTH/DENT	45,982	38,084	68,125	68,125	46,431	74,000
177	RETIREMENT CONTRIB	91,614	81,163	104,717	104,717	65,787	89,403
197	OTHER FRINGE BENEFITS		45	250	250	250	250
		(133,362)	1,052	0	0	(552)	0
	TOTAL SALARIES & WAGES	892,976	673,570	820,237	820,237	685,507	870,718
221	UTIL-TELEPHONE/TELEG	0	0	0	0	0	0
231	OFFICE SUPPLIES	32,391	27,864	30,230	30,230	16,308	26,093
232	POSTAGE	1,000	10	500	500	0	0
254	ADVERTISING	0	0	0	0	0	0
261	EQUIPMENT RENTAL	531	0	0	0	0	0
262	RENT	0	0	0	0	0	0
272	MILEAGE	30	29	100	100	28	50
282	CONF-MTGS-TRAVEL	0	0	0	0	0	0
290	MEMBERSHIPS & DUES	234	80	300	300	225	400
302	INS-COMPREHENSIVE	0	0	0	0	0	0
404	BOOKS & PERIODICALS	405	513	450	450	1,291	450
411	PRINTING	2,229	84	0	0	182	0
434	INDIRECT COSTS	0	0	0	0	0	0
439	OTHER COSTS	31	0	0	0	0	0
501	CONTRACTUAL SERVICES	1,072	1,292	2,525	2,525	2,128	2,500
506	PROF SERVICES	0	0	0	0	0	0
511	LEGAL EXPENSE	0	0	0	0	0	0
521	TRAINING	313	1,466	2,000	2,000	1,836	2,000
523	ADMIN RECORDS	0	0	0	0	0	0
724	SERVICE AGREEMENTS	16,394	15,983	20,104	20,104	20,104	30,868
	TOTAL SUPPLIES & EXP	54,630	47,320	56,209	56,209	42,102	62,361
803	COMPUTER SYSTEMS	50,382	98,438	13,960	18,220	10,364	14,542
808	OFFICE EQUIPMENT	3,462	0	0	648	0	1,000
820	BLDG. RENOVATION	0	0	0	0	0	0
855	RESVE-SYSTEM UPGRADE	0	0	15,000	15,000	22,066	15,000
	TOTAL CAPITAL OUTLAY	53,844	98,438	28,960	33,868	32,430	30,542
	TOTAL BUDGET	\$1,001,450	819,328	905,406	910,314	760,039	963,622

INFORMATION SYSTEMS DEPARTMENT

100 PERMANENT EMPLOYEE SALARIES -- **\$692,510**

<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS FY 1989/90</u>	<u>MID-YEAR CHANGES</u>	<u>PROPOSED POSITIONS FY 1990/91</u>
Department Manager	1	0	1
Senior Admin. Analyst	1	0	0
Administrative Analyst	1	0	2
Information Coordinator	7.5	1	8.5
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	1	0	1
Staff Assistant II	0	1	1
Total positions	17.5	2	19.5

149 OVERTIME -- **\$9,000**

171 INSURANCE/MEDICARE -- **\$2,749**

172 INSURANCE/UNEMPLOYMENT -- **\$2,806**

174 INSURANCE/EMPLOYEE HEALTH-DENTAL -- **\$74,000**

This amount includes funding for health and dental benefits for 20 permanent employees for twelve months.

177 RETIREMENT CONTRIBUTION -- **\$89,403**

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

231 OFFICE SUPPLIES -- **\$26,093**

272 MILEAGE -- **\$50**

290 MEMBERSHIP AND DUES -- \$400

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

404 BOOKS AND PERIODICALS -- \$450

501 CONTRACTUAL SERVICES -- \$2,500

This allocation includes \$2,500 for storage and retrieval of files.

521 TRAINING -- \$2,000

724 SERVICE AGREEMENTS -- \$30,868

Hewlett-Packard Computer Hardware and Software	14,397
Macintosh System	12,396
Bell & Howell Microfiche Equipment	3,675
Typewriter Service	400

803 COMPUTER SYSTEMS -- \$14,542

Final year of existing lease/purchase agreement of Hewlett-Packard computer	2,834
Third year lease/purchase of disk drive	7,708
Reserve for software	4,000

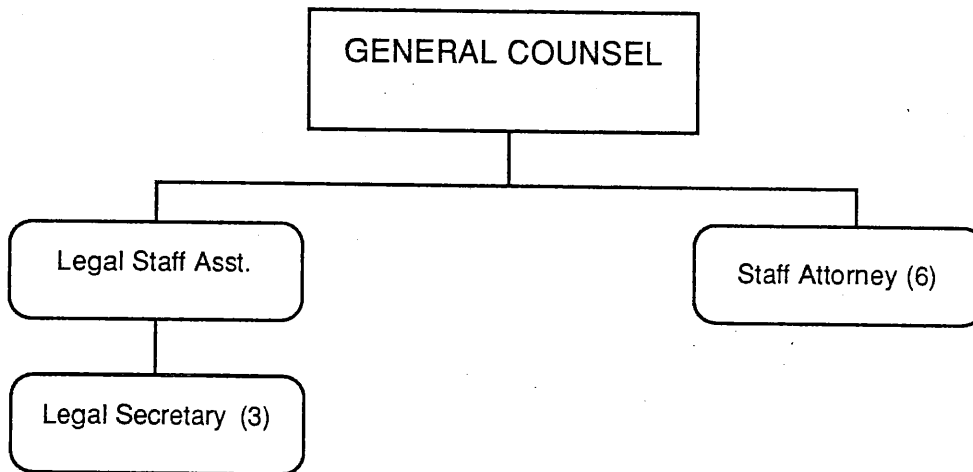
808 OFFICE EQUIPMENT -- \$1,000

Workstation enhancements	1,000
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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 exemption applications which are prepared by administrative staff. Legal 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.

1990/91 Goals

1. Complete the personnel reorganization of the Legal Department started last fiscal year. Have legal staff trained by mid-year.
2. Plan and effectuate the physical relocation of the Legal Department including the evaluation and purchase of new office equipment/word processing, telephones and appropriate workstations
3. Improve enforcement techniques. Evaluate the interaction of Chapter 8 (as amended) with excess rent litigation. Enforce the proposed amendments to Chapter 16 (Ellis).
4. Review and prepare staff reports of all complaints still pending in the Legal Department due to the McHugh injunction.
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.

6/7/90

FY90/91 ADOPTED BUDGET

LEGAL

OBJ	DESCRIPTION	FY 87/88 ACTUAL EXPENSES	FY 88/89 ACTUAL EXPENSES	FY 89/90 ADOPTED BUDGET	FY 89/90 REVISED BUDGET	FY 89/90 PROJECTED EXPENSES	FY 90/91 ADOPTED BUDGET
100	PERMANENT EMPLOYEES	561,247	499,869	575,688	575,688	474,437	589,674
104	BOARD ALLOWANCE	0	0	0	0	0	0
149	OVERTIME	3,265	7,666	2,580	2,580	974	1,500
150	AS-NEEDED EMPLOYEES	2,026	0	0	0	32,730	0
171	MEDICRE EMP CONT	2,714	2,224	6,135	6,135	4,081	2,649
172	INS-UNEMPLOYMENT	2,041	1,915	2,313	2,313	2,032	2,359
173	INS-COMPENSATION	0	0	0	0	0	0
174	INS-EMPL HEALTH/DENT	29,382	33,175	41,250	41,250	31,086	40,700
177	RETIREMENT CONTRIB	84,925	83,124	94,303	94,303	57,009	76,127
197	OTHER FRINGE BENEFITS	47	0	250	250	250	250
		(41,270)	(571)	0	0	(116)	0
	TOTAL SALARIES & WAGES	644,377	627,402	722,520	722,520	602,484	713,259
221	UTIL-TELEPHONE/TELEG	0	0	0	0	0	0
231	OFFICE SUPPLIES	6,611	5,777	6,600	6,600	4,984	5,000
232	POSTAGE	307	375	500	500	465	500
254	ADVERTISING	0	0	0	0	0	0
261	EQUIPMENT RENTAL	8,448	5,513	4,800	4,800	3,808	4,800
262	RENT	0	0	0	0	0	0
272	MILEAGE	39	477	2,320	2,320	2,099	3,100
282	CONF-MTGS-TRAVEL	0	0	0	0	0	0
290	MEMBERSHIPS & DUES	2,170	2,742	3,285	3,285	2,739	3,360
302	INS-COMPREHENSIVE	0	0	0	0	0	0
404	BOOKS & PERIODICALS	3,303	4,066	3,500	3,500	2,358	3,000
411	PRINTING	38	20	0	0	0	0
434	INDIRECT COSTS	0	0	0	0	0	0
439	OTHER COSTS	0	0	0	0	0	0
501	CONTRACTUAL SERVICES	7,519	4,409	6,600	6,600	4,150	4,000
506	PROF SERVICES	42,639	14,986	56,000	56,000	37,769	30,800
511	LEGAL EXPENSE	22,237	39,075	50,000	50,000	51,147	41,000
521	TRAINING	205	1,509	5,000	5,000	150	2,000
523	ADMIN RECORDS	1,636	3,399	3,000	3,000	3,122	3,000
724	SERVICE AGREEMENTS	3,032	744	620	620	250	120
	TOTAL SUPPLIES & EXP	98,184	83,092	142,225	142,225	113,042	100,680
803	COMPUTER SYSTEMS	0	0	0	0	1,818	0
808	OFFICE EQUIPMENT	3,246	0	0	5,550	1,009	5,000
820	BLDG. RENOVATION	0	0	0	0	0	0
855	RESVE-SYSTEM UPGRADE	0	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	3,246	0	0	5,550	2,826	5,000
	TOTAL BUDGET	\$745,807	710,494	864,745	870,295	718,352	818,939

LEGAL DEPARTMENT

100 PERMANENT EMPLOYEE SALARIES -- **\$589,674**

<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 Staff Assistant	0	1	1
Legal Secretary	4	- 1	3
Total positions	11	0	11

149 OVERTIME -- **\$1,500**

171 INSURANCE/MEDICARE -- **\$2,649**

172 INSURANCE/UNEMPLOYMENT -- **\$2,359**

174 INSURANCE/EMPLOYEE HEALTH-DENTAL -- **\$40,700**

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

177 RETIREMENT CONTRIBUTION -- **\$76,127**

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

231 OFFICE SUPPLIES -- **\$5,000**

232 POSTAGE -- **\$500**

This allocation covers the miscellaneous postage costs of the department.

261 EQUIPMENT RENTAL -- **\$4,800**

This allocation includes connect time for access to a computerized legal research system averaging \$400 per month.

272 MILEAGE -- **\$3,100**

This allocation provides for car allowances for staff as well as mileage reimbursements for approximately 400 miles at 25 cents per mile.

290 MEMBERSHIP AND DUES -- \$3,360

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

404 BOOKS AND PERIODICALS -- \$3,000

501 CONTRACTUAL SERVICES -- \$4,000

\$2,400 for a registered process server.

\$1,600 for messenger service.

506 PROFESSIONAL SERVICES -- \$30,800

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 11 Category B and C appraisals.

511 LEGAL EXPENSE -- \$41,000

The allocation covers costs of a shorthand reporter and other direct costs of litigation (\$10,000), title searches for Ellis properties (\$6,000), and a reserve for potential legal liabilities (\$25,000).

521 TRAINING -- \$2,000

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 -- \$120

Lexis	120
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808 OFFICE EQUIPMENT -- \$5,000

Ergonomic and replacement furniture	5,000
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REVENUE PROJECTION

Revenues for Fiscal Year 1990/91 are projected to be \$4,216,678. 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. Each year the number of billable units diminishes as units become exempt or additional fee waivers are granted. Currently some of the major reasons are owner-occupied fee waivers of units in the TORCA (Tenant Ownership Rights Charter Amendment) program, and properties that have been "Ellised."

Current trends indicate that the loss of billable units in the coming year may be expected to include an additional 420 exemptions and 400 new fee waivers. Projected registration fee refunds are based on an assumed loss of approximately 820 units over the course of the year, which translates into 4,920 unit months.

Computer analysis indicates that on July 1, 1990 there will be 28,614 controlled billable units, that is, units without a fee waiver for occupancy by owner, low-income senior or low income disabled person or under contract for subsidized housing.

In Fiscal Year 1989/90, 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 28,614 controlled rental units, the revenue would be \$4,120,416. Net registration fees, after subtracting projected refunds would be \$4,061,376.

The second source of revenue is interest earnings on city-invested Rent Control funds. Staff estimates these revenues to be \$155,302. The City Treasurer is estimating a rate of return on invested funds at 7.5%; Staff is using the same rate to estimate Board interest earnings.

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.

SOURCES OF REVENUE

Registration Fees - 28,614 units	\$4,120,416
Refunded Registration Fees - 4,920 unit months	-59,040
Interest Earnings	152,302
Administrative Records Reimbursements	<u>3,000</u>
Total Revenue	\$4,216,678

Balance Sheet Reserves

In Fiscal Year 1988/89 the Board created Balance Sheet reserve accounts for the purpose of carrying over reserve funds designated for particular purposes without having to reappropriate the amounts each year. Once FY 89/90 has ended, the Board will be able to add unexpended funds in the current budget to the Balance Sheet Reserves. Listed below are the anticipated status of the current Reserves, projected amounts available for transfer at year end, and the amounts that are already known to be required in FY 90/91.

General Emergency: \$10,200 should remain unexpended for office supplies and \$20,000 for the move of the Legal Department. The funds for the move of the Legal Department are expected to be expended in FY 90/91.

Legal: \$20,000 may remain unexpended if there are no large legal expenses before the end of the fiscal year.

Office Equipment: \$13,240 should remain unexpended. \$2,500 set aside for purchase of an air conditioner for the computer room will be expended in FY 90/91.

Computer Emergency: \$36,000 for the Hearings department and \$25,000 for the Legal Department remain unexpended. All of these funds are expected to be expended in FY 90/91 for the word processing upgrade of the remaining two departments.

Computer Upgrade: Information Systems is expected to carry over \$15,000.

Personnel: This is a new reserve created by the Board in May, 1990. The Board has authorized the appropriation of \$150,000 in unexpended funds into that reserve.

BALANCE SHEET RESERVES

<u>Reserve Name</u>	<u>Existing Reserves</u>	<u>Additional Reserves</u>	<u>Expected Expend. FY 90/91</u>
General Emergency	37,252	30,200	20,000
Legal	925	20,000	0
Office equipment	1,193	13,240	2,500
Computer Emergency	134	61,000	61,000
Computer Upgrade	6,376	15,000	0
Personnel	<u>0</u>	<u>150,000</u>	<u>0</u>
Total	45,880	289,440	83,500

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COMPARE 90/91

EXPENDITURE SUMMARY 1988/89 THROUGH
1990/91 ADOPTED BUDGET
AGENCY

OBJ	DESCRIPTION	FY 88/89 ACTUAL EXPENSES	FY 89/90 PROJECTED EXPENSES	FY 90/91 ADOPTED BUDGET	FY 90/91 % OF FY 89/90
100	PERMANENT EMPLOYEES	1,796,098	2,013,397	2,483,662	123.36
104	BOARD ALLOWANCE	18,900	17,925	23,750	132.50
149	OVERTIME	43,309	20,847	15,200	72.91
150	AS-NEEDED EMPLOYEES	68,756	75,121	0	0.00
171	MEDICRE EMP CONT	11,810	14,711	12,438	84.55
172	INS-UNEMPLOYMENT	7,041	8,476	9,971	117.63
173	INS-COMPENSATION	123,960	138,739	123,775	89.21
174	INS-EMPL HEALTH/DENT	131,373	155,584	222,000	142.69
177	RETIREMENT CONTRIB	284,911	245,655	320,641	130.52
197	OTHER FRINGE BENEFITS	694	882	1,000	113.42
		481	(668)		
	TOTAL SALARIES AND WAGES	2,487,333	2,690,668	3,212,436	119.39
221	UTIL-TELEPHONE/TELEG	38,243	43,945	43,838	99.75
231	OFFICE SUPPLIES	65,293	46,304	57,953	125.16
232	POSTAGE	25,426	29,910	35,224	117.77
254	ADVERTISING	3,279	5,648	5,500	97.38
261	EQUIPMENT RENTAL	6,205	4,561	5,585	122.45
262	RENT	123,232	129,752	139,662	107.64
272	MILEAGE	4,060	5,985	7,743	129.37
282	CONF-MTGS-TRAVEL	9,418	7,606	7,000	92.04
290	MEMBERSHIPS & DUES	5,097	5,314	8,288	155.97
302	INS-COMPREHENSIVE	35,992	32,358	33,796	104.44
404	BOOKS & PERIODICALS	8,407	5,862	6,283	107.18
411	PRINTING	15,451	25,752	21,700	84.26
434	INDIRECT COSTS	355,450	369,191	289,543	78.43
439	OTHER COSTS	550,109	399,200	39,200	9.82
501	CONTRACTUAL SERVICES	30,994	23,472	43,178	183.96
506	PROF SERVICES	82,982	110,942	82,800	74.63
511	LEGAL EXPENSE	39,075	51,147	41,000	80.16
521	TRAINING	4,169	5,953	9,000	151.20
523	ADMIN RECORDS	3,399	3,122	3,000	96.10
724	SERVICE AGREEMENTS	52,699	66,233	64,783	97.81
	TOTAL SUPPLIES AND EXPENSES	1,458,981	1,372,258	945,075	68.87
803	COMPUTER SYSTEMS	105,774	121,682	97,576	80.19
808	OFFICE EQUIPMENT	16,970	52,034	19,151	36.80
820	BLDG. RENOVATION	6,922	1,050	1,000	95.24
855	RESVE-SYSTEM UPGRADE	0	81,561	27,500	33.72
	TOTAL CAPITAL OUTLAY	129,667	256,327	145,227	56.66
	TOTAL BUDGET	4,075,981	4,319,253	4,302,739	99.62

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COMPARE 90/91

ADMINISTRATION

OBJ	DESCRIPTION	FY 88/89 ACTUAL EXPENSES	FY 89/90 PROJECTED EXPENSES	FY 90/91 ADOPTED BUDGET	FY 90/91 % OF FY 89/90
100	PERMANENT EMPLOYEES	315,911	392,035	456,015	116.32
104	BOARD ALLOWANCE	18,900	17,925	23,750	132.50
149	OVERTIME	13,024	931	1,200	128.90
150	AS-NEEDED EMPLOYEES	0	0	0	ERR
171	MEDICRE EMP CONT	1,218	1,558	2,814	180.63
172	INS-UNEMPLOYMENT	1,182	1,615	1,824	112.97
173	INS-COMPENSATION	123,960	138,739	123,775	89.21
174	INS-EMPL HEALTH/DENT	22,773	28,270	40,700	143.97
177	RETIREMENT CONTRIB	47,986	49,019	58,872	120.10
197	OTHER FRINGE BENEFITS	100	0	250	250.00
		0	0	0	
	TOTAL SALARIES AND WAGES	545,054	630,092	709,200	112.55
221	UTIL-TELEPHONE/TELEG	27,475	30,347	31,500	103.80
231	OFFICE SUPPLIES	14,576	11,547	9,000	77.95
232	POSTAGE	20,041	21,345	25,064	117.42
254	ADVERTISING	3,279	5,648	5,500	97.38
261	EQUIPMENT RENTAL	156	151	260	172.47
262	RENT	0	0	0	0.00
272	MILEAGE	3,168	3,516	4,200	119.46
282	CONF-MTGS-TRAVEL	9,418	7,606	7,000	92.04
290	MEMBERSHIPS & DUES	607	590	700	118.64
302	INS-COMPREHENSIVE	35,412	31,899	33,796	105.95
404	BOOKS & PERIODICALS	1,588	1,164	1,433	123.09
411	PRINTING	15,348	25,278	21,700	85.85
434	INDIRECT COSTS	355,450	369,191	289,543	78.43
439	OTHER COSTS	550,109	399,200	39,200	9.82
501	CONTRACTUAL SERVICES	2,718	2,424	3,400	140.24
506	PROF SERVICES	57,760	68,368	48,500	70.94
511	LEGAL EXPENSE	0	0	0	0.00
521	TRAINING	554	2,354	3,000	127.43
523	ADMIN RECORDS	0	0	0	0.00
724	SERVICE AGREEMENTS	21,292	33,737	18,396	54.53
	TOTAL SUPPLIES AND EXPENSES	1,118,951	1,014,365	542,192	53.45
803	COMPUTER SYSTEMS	7,336	109,500	82,509	75.35
808	OFFICE EQUIPMENT	3,246	44,380	5,000	11.27
820	BLDG. RENOVATION	4,413	0	0	0.00
855	RESVE-SYSTEM UPGRADE		59,495	12,500	21.01
	TOTAL CAPITAL OUTLAY	14,995	213,375	100,009	46.87
	TOTAL BUDGET	1,679,000	1,857,832	1,351,401	72.74

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COMPARE 90/91

HEARINGS

OBJ	DESCRIPTION	FY 88/89 ACTUAL EXPENSES	FY 89/90 PROJECTED EXPENSES	FY 90/91 ADOPTED BUDGET	FY 90/91 % OF FY 89/90
100	PERMANENT EMPLOYEES	470,238	611,275	745,463	121.95
104	BOARD ALLOWANCE	0	0	0	0.00
149	OVERTIME	11,166	3,890	3,500	89.96
150	AS-NEEDED EMPLOYEES	42,823	26,325	0	0.00
171	MEDICRE EMP CONT	4,677	4,512	4,226	93.66
172	INS-UNEMPLOYMENT	1,873	2,565	2,982	116.27
173	INS-COMPENSATION	0	0	0	0.00
174	INS-EMPL HEALTH/DENT	37,342	49,797	66,600	133.74
177	RETIREMENT CONTRIB	72,638	73,840	96,239	130.33
197	OTHER FRINGE BENEFITS	549	382	250	65.50
		(0)	0	0	
	TOTAL SALARIES AND WAGES	641,307	772,586	919,260	118.98
221	UTIL-TELEPHONE/TELEG	10,767	13,598	12,338	90.73
231	OFFICE SUPPLIES	17,076	13,465	17,860	132.64
232	POSTAGE	5,000	8,100	9,660	119.26
254	ADVERTISING	0	0	0	0.00
261	EQUIPMENT RENTAL	536	603	525	87.10
262	RENT	123,232	129,752	139,662	107.64
272	MILEAGE	387	342	393	114.99
282	CONF-MTGS-TRAVEL	0	0	0	0.00
290	MEMBERSHIPS & DUES	1,668	1,760	3,828	217.50
302	INS-COMPREHENSIVE	580	459	0	0.00
404	BOOKS & PERIODICALS	2,241	1,049	1,400	133.42
411	PRINTING	0	293	0	0.00
434	INDIRECT COSTS	0	0	0	0.00
439	OTHER COSTS	0	0	0	0.00
501	CONTRACTUAL SERVICES	22,575	14,770	33,278	225.31
506	PROF SERVICES	10,236	4,804	3,500	72.85
511	LEGAL EXPENSE	0	0	0	0.00
521	TRAINING	641	1,612	2,000	124.04
523	ADMIN RECORDS	0	0	0	0.00
724	SERVICE AGREEMENTS	14,680	12,142	15,399	126.82
	TOTAL SUPPLIES AND EXPENSES	209,618	202,749	239,842	118.29
803	COMPUTER SYSTEMS	0	0	525	ERR
808	OFFICE EQUIPMENT	13,724	6,646	8,151	122.65
820	BLDG. RENOVATION	2,509	1,050	1,000	95.24
855	RESVE-SYSTEM UPGRADE	0	0	0	0.00
	TOTAL CAPITAL OUTLAY	16,234	7,696	9,676	125.73
	TOTAL BUDGET	867,159	983,030	1,168,778	118.90

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COMPARE 90/91

INFORMATION SYSTEMS

OBJ	DESCRIPTION	FY 88/89 ACTUAL EXPENSES	FY 89/90 PROJECTED EXPENSES	FY 90/91 ADOPTED BUDGET	FY 90/91 % OF FY 89/90
100	PERMANENT EMPLOYEES	510,079	535,650	692,510	129.28
104	BOARD ALLOWANCE	0	0	0	0.00
149	OVERTIME	11,453	15,051	9,000	59.80
150	AS-NEEDED EMPLOYEES	25,933	16,066	0	0.00
171	MEDICRE EMP CONT	3,690	4,559	2,749	60.29
172	INS-UNEMPLOYMENT	2,070	2,265	2,806	123.89
173	INS-COMPENSATION	0	0	0	0.00
174	INS-EMPL HEALTH/DENT	38,084	46,431	74,000	159.38
177	RETIREMENT CONTRIB	81,163	65,787	89,403	135.90
197	OTHER FRINGE BENEFITS	45	250	250	250.00
		1,052	(552)	0	
	TOTAL SALARIES AND WAGES	673,570	685,507	870,718	127.02
221	UTIL-TELEPHONE/TELEG	0	0	0	0.00
231	OFFICE SUPPLIES	27,864	16,308	26,093	160.00
232	POSTAGE	10	0	0	0.00
254	ADVERTISING	0	0	0	0.00
261	EQUIPMENT RENTAL	0	0	0	0.00
262	RENT	0	0	0	0.00
272	MILEAGE	29	28	50	176.96
282	CONF-MTGS-TRAVEL	0	0	0	0.00
290	MEMBERSHIPS & DUES	80	225	400	177.78
302	INS-COMPREHENSIVE	0	0	0	0.00
404	BOOKS & PERIODICALS	513	1,291	450	34.86
411	PRINTING	84	182	0	0.00
434	INDIRECT COSTS	0	0	0	0.00
439	OTHER COSTS	0	0	0	0.00
501	CONTRACTUAL SERVICES	1,292	2,128	2,500	117.50
506	PROF SERVICES	0	0	0	0.00
511	LEGAL EXPENSE	0	0	0	0.00
521	TRAINING	1,466	1,836	2,000	108.93
523	ADMIN RECORDS	0	0	0	0.00
724	SERVICE AGREEMENTS	15,983	20,104	30,868	153.54
	TOTAL SUPPLIES AND EXPENSES	47,320	42,102	62,361	148.12
803	COMPUTER SYSTEMS	98,438	10,364	14,542	140.32
808	OFFICE EQUIPMENT	0	0	1,000	ERR
820	BLDG. RENOVATION	0	0	0	0.00
855	RESVE-SYSTEM UPGRADE	0	22,066	15,000	67.98
	TOTAL CAPITAL OUTLAY	98,438	32,430	30,542	94.18
	TOTAL BUDGET	819,328	760,039	963,622	126.79

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COMPARE 90/91

LEGAL

OBJ	DESCRIPTION	FY 88/89 ACTUAL EXPENSES	FY 89/90 PROJECTED EXPENSES	FY 90/91 PROPOSED BUDGET	FY 90/91 % OF FY 89/90
100	PERMANENT EMPLOYEES	499,869	474,437	589,674	124.29
104	BOARD ALLOWANCE	0	0	0	0.00
149	OVERTIME	7,666	974	1,500	153.99
150	AS-NEEDED EMPLOYEES	0	32,730	0	0.00
171	MEDICRE EMP CONT	2,224	4,081	2,649	64.91
172	INS-UNEMPLOYMENT	1,915	2,032	2,359	116.07
173	INS-COMPENSATION	0	0	0	0.00
174	INS-EMPL HEALTH/DENT	33,175	31,086	40,700	130.93
177	RETIREMENT CONTRIB	83,124	57,009	76,127	133.54
197	OTHER FRINGE BENEFITS	0	250	250	100.00
		(571)	(116)	0	
	TOTAL SALARIES AND WAGES	627,402	602,484	713,259	118.39
221	UTIL-TELEPHONE/TELEG	0	0	0	0.00
231	OFFICE SUPPLIES	5,777	4,984	5,000	100.31
232	POSTAGE	375	465	500	107.53
254	ADVERTISING	0	0	0	0.00
261	EQUIPMENT RENTAL	5,513	3,808	4,800	126.06
262	RENT	0	0	0	0.00
272	MILEAGE	477	2,099	3,100	147.66
282	CONF-MTGS-TRAVEL	0	0	0	0.00
290	MEMBERSHIPS & DUES	2,742	2,739	3,360	122.67
302	INS-COMPREHENSIVE	0	0	0	0.00
404	BOOKS & PERIODICALS	4,066	2,358	3,000	127.24
411	PRINTING	20	0	0	0.00
434	INDIRECT COSTS	0	0	0	0.00
439	OTHER COSTS	0	0	0	0.00
501	CONTRACTUAL SERVICES	4,409	4,150	4,000	96.38
506	PROF SERVICES	14,986	37,769	30,800	81.55
511	LEGAL EXPENSE	39,075	51,147	41,000	80.16
521	TRAINING	1,509	150	2,000	1333.33
523	ADMIN RECORDS	3,399	3,122	3,000	96.10
724	SERVICE AGREEMENTS	744	250	120	48.00
	TOTAL SUPPLIES AND EXPENSES	83,092	113,042	100,680	89.06
803	COMPUTER SYSTEMS	0	1,818	0	0.00
808	OFFICE EQUIPMENT	0	1,009	5,000	495.79
820	BLDG. RENOVATION	0	0	0	0.00
855	RESVE-SYSTEM UPGRADE	0	0	0	0.00
	TOTAL CAPITAL OUTLAY	0	2,826	5,000	176.90
	TOTAL BUDGET	710,494	718,352	818,939	114.00