

Manuel G. Garcia

**SANTA MONICA RENT
CONTROL BOARD**

**operating budget
fiscal year 1991/92**

adopted June 13, 1991

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SANTA



MONICA

Rent Control Board
(213) 458-8751

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

June 20, 1991

Dear Santa Monica Citizens,

For the first time since 1982, the Santa Monica Rent Control Board's budget for fiscal year 1991/92 provides for a reduction in the annual registration fee. This year's budget can be funded with a registration fee of \$132.00 per unit, or \$11.00 per month. The budget provides for a 10% reduction in the size of the Rent Control Board staff; five and one half permanent positions are eliminated. This substantial reduction in the size of the Rent Control Board staff enables the Board to reduce the registration fee.

In addition to the staff reductions, the projected cost for workers' compensation insurance, general liability insurance, and administrative indirect costs are down substantially from prior years. The agency has recently completed the purchase of new word processing equipment, and no new major capital expenditures are planned or anticipated in this budget. We are now beginning to plan for the replacement of our main computer, but not in the coming year.

The budget includes the funds for the agency to publish three issues of a community newsletter. The agency's newsletter was an important means of communicating with Santa Monica owners and tenants in the past, but due to budget problems several years ago, publication was suspended. The Rent Control Board is very happy to again be able to disseminate a newsletter.

The Rent Control Board and staff are looking forward to being able to communicate on a regular basis with the many thousands of people in Santa Monica who are affected by the Santa Monica Rent Control law. Although the size of the Rent Control Board staff is reduced, we anticipate no decrease in service to the public, and in fact, look forward to improved operations and record keeping. This budget reflects the efforts of the Rent Control Board and staff to serve the members of the public as efficiently as possible.

Sincerely,

A handwritten signature in cursive script, appearing to read "Mary Ann Yurkonis".

Mary Ann Yurkonis
Administrator

**LABOR SUMMARY
FY 1991/92**

<i>CLASSIFICATION</i>	<i>AUTHORIZED FY 90/91</i>	<i>ADOPTED POSITIONS FY 91/92</i>	<i>AMOUNT OF CHANGE</i>
ADMINISTRATION	10.6	9.6	-1.0
HEARINGS	18.0	16.0	-2.0
INFORMATION SYSTEMS	19.5	18.0	-1.5
LEGAL	11.0	10.0	-1.0
TOTAL	59.1	53.6	-5.5

**PERMANENT STAFF
FY 91/92 BUDGET**

AGENCY TOTAL

<i>CLASSIFICATION</i>	<i>AUTHORIZED FY 90/91</i>	<i>ADOPTED POSITIONS FY 91/92</i>	<i>AMOUNT OF CHANGE</i>
ADMINISTRATIVE ANALYST	5.6	5.6	0.0
ADMINISTRATIVE STAFF ASSISTANT	1.0	0.0	-1.0
ADMINISTRATOR	1.0	1.0	0.0
DATA ENTRY OPERATOR	1.0	1.0	0.0
DATA PROCESSING COORDINATOR	1.0	1.0	0.0
EDP PROGRAMMER ANALYST	2.0	2.0	0.0
GENERAL COUNSEL	1.0	1.0	0.0
HEARING EXAMINER	6.0	4.0	-2.0
HEARINGS DEPARTMENT MANAGER	1.0	1.0	0.0
HEARING INVESTIGATOR	1.0	1.0	0.0
HEARINGS DEPARTMENT OFFICE COORDINATOR	0.0	1.0	1.0
INFORMATION COORDINATOR	10.5	9.0	-1.5
INFORMATION SYSTEM DEPARTMENT MANAGER	1.0	1.0	0.0
LEGAL SECRETARY II	3.0	3.0	0.0
LEGAL STAFF ASSISTANT	1.0	1.0	0.0
OFFICE COORDINATOR	2.0	2.0	0.0
PROGRAMMER ANALYST III	0.0	1.0	1.0
RECEPTIONIST	1.0	1.0	0.0
SENIOR ADMINISTRATIVE ANALYST	1.0	1.0	0.0
STAFF ASSISTANT II	2.0	2.0	0.0
STAFF ASSISTANT III	8.0	7.0	-1.0
STAFF ASSISTANT IV	3.0	2.0	-1.0
STAFF ATTORNEY	6.0	5.0	-1.0
TOTAL	59.1	53.6	-5.5

AGENCY BUDGET

<i>OBJ</i>	<i>DESCRIPTION</i>	<i>FY 89/90 ACTUAL EXPENSES</i>	<i>FY 90/91 ADOPTED BUDGET</i>	<i>FY 90/91 REVISED BUDGET</i>	<i>FY 90/91 PROJECTED EXPENSES</i>	<i>FY 91/92 ADOPTED BUDGET</i>
100	PERMANENT EMPLOYEES	2,007,059	2,483,662	2,264,682	2,171,160	2,433,181
104	BOARD ALLOWANCE	17,475	23,750	23,750	14,175	15,750
149	OVERTIME	21,325	15,200	15,200	5,466	9,200
150	AS-NEEDED EMPLOYEES	76,450	0	0	6,899	0
171	MEDICARE EMP CONT	15,818	12,438	12,438	17,904	35,415
172	INS-UNEMPLOYMENT	8,417	9,971	9,971	8,734	9,770
173	INS-COMPENSATION	138,739	123,775	123,775	123,775	80,720
174	INS-EMPL HEALTH/DENT	157,003	222,000	222,000	208,153	216,000
177	RETIREMENT CONTRIB	242,021	320,641	320,641	261,522	336,218
197	OTHER FRINGE BENEFITS	632	1,000	1,000	697	1,000
		(668)	0	0	(137)	0
	TOTAL SALARIES & WAGES	2,684,271	3,212,436	2,993,457	2,818,348	3,137,253
221	UTIL-TELEPHONE/TELEG	44,243	43,838	52,838	53,372	52,375
231	OFFICE SUPPLIES	46,082	57,953	57,953	46,633	54,562
232	POSTAGE	29,035	35,224	35,224	26,067	61,766
254	ADVERTISING	5,177	5,500	5,500	2,569	4,500
261	EQUIPMENT RENTAL	4,974	5,585	5,585	4,536	5,110
262	RENT	118,940	139,662	139,662	139,685	146,557
272	MILEAGE	5,903	7,743	7,743	7,484	8,309
282	CONF-MTGS-TRAVEL	7,195	7,000	7,000	4,939	7,000
290	MEMBERSHIPS & DUES	5,314	8,288	8,288	6,030	6,833
302	INS-COMPREHENSIVE	32,657	33,796	33,796	32,787	33,172
404	BOOKS & PERIODICALS	6,302	6,283	6,283	6,173	7,439
411	PRINTING	25,956	21,700	21,700	7,390	26,300
434	INDIRECT COSTS	370,109	289,543	287,347	285,151	239,626
439	OTHER COSTS	234,800	39,200	39,200	38,795	16,200
501	CONTRACTUAL SERVICES	21,153	43,178	45,178	22,353	48,082
506	PROF SERVICES	99,957	82,800	112,800	103,855	82,000
511	LEGAL EXPENSE	31,899	41,000	61,000	61,000	34,000
521	TRAINING	5,857	9,000	9,000	3,923	6,500
523	ADMIN RECORDS	2,862	3,000	3,000	328	1,500
724	SERVICE AGREEMENTS	48,815	64,783	65,143	64,445	62,276
	TOTAL SUPPLIES & EXPENSES	1,147,229	945,075	1,004,239	917,513	904,107
803	COMPUTER SYSTEMS	117,054	97,576	152,576	202,285	19,869
808	OFFICE EQUIPMENT	18,573	19,151	78,601	75,181	7,048
820	BLDG. RENOVATION	553	1,000	37,500	36,593	1,000
855	RESVE-SYSTEM UPGRADE	13,321	27,500	47,500	47,502	25,000
	TOTAL CAPITAL OUTLAY	149,500	145,227	316,177	361,561	52,917
	TOTAL BUDGET	3,981,000	4,302,739	4,313,874	4,097,422	4,094,277

SALARIES AND WAGES

100 PERMANENT EMPLOYEE SALARIES

ALLOCATION: \$2,433,181 (Total Agency Positions 53.6)

Administration	9.6 positions	\$441,967
Hearings	16.0 positions	687,028
Information Systems	18.0 positions	724,568
Legal	10.0 positions	579,618
Agency Total	53.6 positions	\$2,433,181

All salaries are based on a 4.7% cost of living increase commencing July 1 except for the Administrator, General Counsel and members of the Society for Union Employment (SUE). A 6.5% cost-of-living increase is projected for the General Counsel commencing November, 1991 and for the Administrator commencing April, 1992. The SUE Memorandum of Understanding expires on December 30, 1991 and will need to be renegotiated. A projected 6.5% cost-of-living increase is included for SUE members commencing January 1.

104 BOARD ALLOWANCE

ALLOCATION: \$15,750

The Rent Control Board Commissioners each receive \$75 per meeting they attend. This allocation provides funds for 42 meetings during the year.

149 OVERTIME

ALLOCATION: \$9,200

This allocation covers \$1,200 for Administration, \$1,500 for Hearings, \$5,000 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: \$35,415

Medicare regulations require that a contribution of 1.45 percent of permanent and as-needed staff salaries be made for all employees hired after April, 1986. This allocation has been under-budgeted in the past due to a misunderstanding of the regulations.

172 INSURANCE/UNEMPLOYMENT

ALLOCATION: \$9,770

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: \$80,720

The City of Santa Monica projects its total Workers' Compensation costs to be \$2.6 million. The Rent Control Board's allocation of \$80,720 represents a 3.1 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 4.5 percent to 3.1 percent in the past year.

174 INSURANCE/EMPLOYEE HEALTH-DENTAL

ALLOCATION: \$216,000

Though the premiums for the individual health and dental plans selected by permanent employees may vary, a flat rate of \$4,000 per year per permanent employee is used in projecting the allocation. This amount includes funding for health and dental benefits for 54 permanent employees for twelve months.

177 RETIREMENT CONTRIBUTION

ALLOCATION: \$336,218

The retirement contribution for the Rent Control staff is calculated by applying a factor of 13.766 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.

SUPPLIES AND EXPENSES

221 UTILITIES/TELEPHONE

ALLOCATION: \$52,375

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 6.5% increase from the 1990/91 projected expenditures. The following shows the staff estimate for phone, gas, water and electricity expenses:

Phone	38,340
Gas	301
Water	1,960
Electricity	11,774

231 OFFICE SUPPLIES

ALLOCATION: \$54,562

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: \$61,766**

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

General Adjustment/Registration Fee/ Registration Fee Rebills/MAR Mailing/ GA Utility Mailing	20,518
General Mailings	13,108
Newsletter (3)	23,940
Hearings Department Noticing	4,000
Legal - Miscellaneous Postage	200

254 ADVERTISING**ALLOCATION: \$4,500**

This allocation covers the cost of publishing public notices and other announcements required by law.

261 EQUIPMENT RENTAL**ALLOCATION: \$5,110**

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	310
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To lease the water cooler refrigerators in the Rent Control Offices.

262 RENT

ALLOCATION: \$146,557

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 department. The lease provides for monthly payments of \$11,858.31 from July 1, 1991 through April 30, 1992 and \$12,452.06 from May 1, 1992 through June 30, 1992. Additionally, the allocation includes funds to pay the property tax on the building, estimated at \$2,942 and \$128 for the business license, as required by the triple net lease.

272 MILEAGE

ALLOCATION: \$8,309

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. At least twice a year the lobbyist travels to Santa Monica to report to the Board. Nominal expenses related to conducting Board meetings are also charged to this account.

290 MEMBERSHIP AND DUES

ALLOCATION: \$6,833

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 -- COMPREHENSIVE

ALLOCATION: \$33,172

General Liability: \$31,949

The Agency carries a \$1,000,000 combined single limit liability policy with a \$1,000 deductible for bodily injury and damage.

Multi-Peril Insurance for Property at City Hall and 819 Broadway: \$600

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.

Non-owned Automobile: \$365

This coverage is provided through the City of Santa Monica for liability when employees are using automobiles as part of their work.

Faithful Performance Bond: \$258

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

404 BOOKS AND PERIODICALS

ALLOCATION: \$7,439

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: \$26,300

Charter Amendment and Regulations: 7,100

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

Instructions, Information, Forms: 2,000

Operating Budget: 550

General Adjustment/Registration Fee Letters: 5,000

Annual Report: 150

Newsletter (3): 9,000

Miscellaneous Printing: 2,500

434 ADMINISTRATIVE INDIRECT COSTS

ALLOCATION: \$239,626

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 \$937 for tuition reimbursement is included in the allocation.

Audit Expenses: \$1,112

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 1989/90.

Allocation Percentage - 2.85% of total audit costs to the City.

City Manager: \$8,198

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%

City Clerk, General: \$885

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

Allocation Base - Number of council meeting agenda items.

Allocation Percentage - .27%

City Clerk, Council Support: \$806

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

Allocation Base - Number of council meeting agenda items.

Allocation Percentage - .27%

Mayor, City Council: \$1,969

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

Allocation Base - Number of council meeting agenda items.

Allocation Percentage - .27%

Data Processing Operations: \$377

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: \$2,298

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

Allocation Base - Data processing staff time spent in assistance to Rent Control in 1989/90.

Allocation Percentage - .2%

Finance, Accounting: \$51,227

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

Allocation Base - Number of warrants issued in 1989/90.

Allocation Percentage - 3.94%

Finance, Payroll: \$10,231

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

Allocation Base - Authorized full-time positions in 1989/90.

Allocation Percentage - 3.6%

Finance, Treasurer/Management: \$10,989

Services Rendered - The management and investment of Rent Control funds. For 1991/92, 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: \$3,081

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

Allocation Base - Cash receipts issued in 1989/90.

Allocation Percentage - 2.02%

General Services, City Hall Maintenance: \$54,024

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: \$4,612

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

Allocation Base - Actual electrician labor hours from 1989/90.

Allocation Percentage - .72%

General Services, Public Facilities Maintenance: \$1,603

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

Allocation Base - Actual labor hours spent on Rent Control projects in 1989/90.

Allocation Percentage - .14%

Personnel, General: \$43,171

Services Rendered - Information about contemporary municipal personnel practices, salary surveys, and career development for Rent Control staff.

Allocation Base - Authorized full-time positions.

Allocation Percentage - 3.6%

Personnel, Recruitment: \$24,283

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

Allocation Base - Weighted number of employees recruited in 1989/90.

Allocation Percentage - 6.19%

Purchasing: \$18,446

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 formal bids placed by the Rent Control Board in 1989/90.

Allocation Percentage - 3.32%

Warehouse: \$3,251

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 1989/90.

Allocation Percentage - 1.28%

439 OTHER COSTS

ALLOCATION: \$16,200

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.

501 CONTRACTUAL SERVICES

ALLOCATION: \$48,082

Administration: \$6,480

\$1,700 for mailhouse services for mass mailings.

\$2,580 for mailhouse services for three issues of newsletter.

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

Hearings: \$38,602

\$19,800 for a part-time contract hearing examiner

\$6,092 for custodial services.

\$7,500 for an attorney service to serve subpoenas and advance witness fees.

\$310 to monitor and service the burglar alarm system.

\$900 for messenger service.

\$4,000 for storage and retrieval of files.

Legal: \$3,000

\$1,000 for attorney service.

\$2,000 for messenger service.

506 PROFESSIONAL SERVICES

ALLOCATION: \$82,000

Administration: \$52,100

\$33,600 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: \$26,400

The Board has contracted with a real estate appraiser in connection with removal permits. Based upon an average cost per case of \$3,200, this allocation provides for eight Category B and C appraisals as well as \$800 for miscellaneous consulting services.

511 LEGAL EXPENSE

ALLOCATION: \$34,000

The allocation covers costs of a shorthand reporter and other direct costs of litigation (\$10,000), title searches for Ellis properties (\$2,000), and a reserve for potential legal liabilities (\$22,000).

521 TRAINING

ALLOCATION: \$6,500

The Agency encourages staff to acquire training and skills that will enhance their contribution to the Agency and further their promotional opportunities. This allocation is for courses, seminars and workshops conducted by universities, professional associations and other educational organizations. This amount includes funds for Continuing Legal Education that the State Bar has recently required for attorneys. The allocation does not include funding for the tuition reimbursement program or other in-house training provided by Rent Control staff or staff from other city departments.

523 ADMINISTRATIVE RECORDS

ALLOCATION: \$1,500

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: \$62,276

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: \$7,412

Xerox copier	6,987
City Hall alarm	125
Typewriter repair	200
Lotus Prompt software support	100

Hearings: \$18,053

IBM 60 copier	4,170
IBM 70 copier	3,254
Pacific Alarm	387
Postage Meter and Scale	487
Canon Desktop Copier	197
Sony Recording Equipment	1,824
Bell & Howell Microfiche Equipment	3,534
Air Conditioning Equipment	3,500
Misc. repairs -- typewriter, dictaphone etc.	700

Information Systems: \$36,211

Hewlett-Packard Computer Hardware and Software	17,837
Macintosh System	17,974
Misc. repairs -- typewriters, etc.	400

Legal: \$600

Lexis 200

Typewriter repair 400

CAPITAL OUTLAY

803 COMPUTER SYSTEMS

ALLOCATION: \$19,869

Administration: \$10,000

Equipment and software reserve 10,000

Hearings: \$500

Miscellaneous computer software 500

Information Systems: \$7,569

Final four months of existing lease/purchase
of Hewlett-Packard computer equipment 2,569

Reserve for software 5,000

Legal: \$1,800

Reserve for legal software 1,800

808 OFFICE EQUIPMENT

ALLOCATION: \$7,048

Administration: \$1,000

Miscellaneous office equipment 1,000

Hearings: \$6,048

Final year of lease/purchase on IBM 70 copier 6,048

820 BUILDING RENOVATION

ALLOCATION: \$1,000

\$1,000 miscellaneous for Hearings Department.

855 RESERVE FOR COMPUTER SYSTEM UPGRADES

ALLOCATION: \$25,000

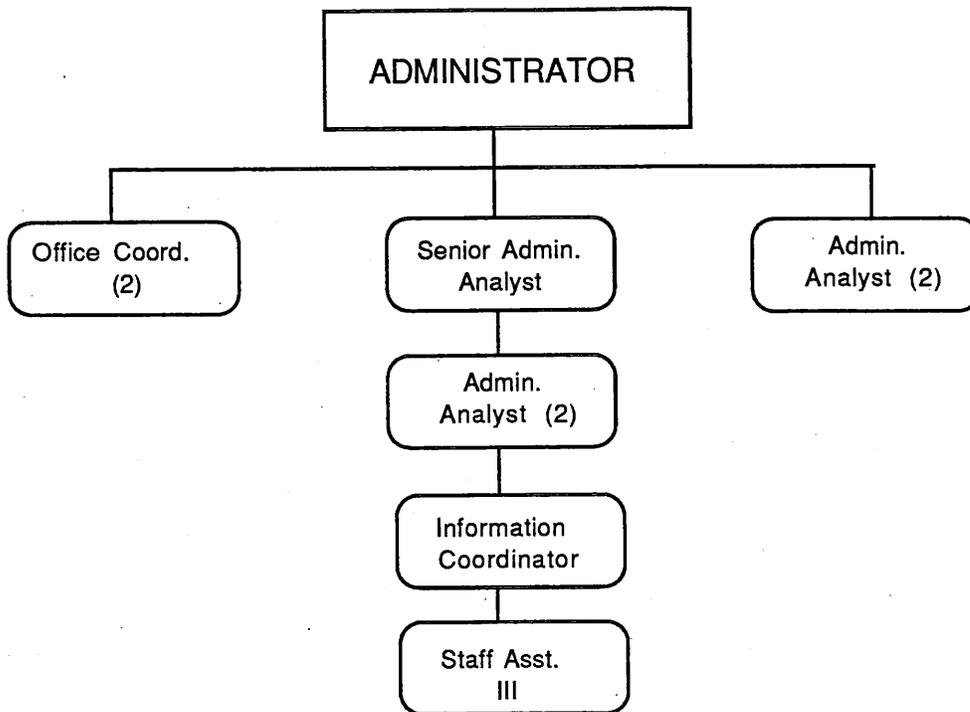
Administration: \$10,000

\$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 and monitoring, fiscal planning and evaluation of expenditures; one Administrative Analyst who investigates and prepares staff reports on exemptions; a second Analyst who coordinates settlement of excess rent disputes; the third and fourth Analysts who perform research and work on special projects including public information and community outreach; and an Information Coordinator who performs the staff functions for the 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.

Significant Changes

The most significant change in the Administration department has been the added responsibility of planning and preparing for new policies and regulations regarding historically low rents and the implementation of Board community meetings. The department is also preparing to reinstitute a newsletter.

1991/92 Goals

1. Develop and implement expanded community outreach information services.
2. Continue to develop and refine process for tracking changes in the housing stock.
3. Conduct thorough review and evaluation of Incentive Housing Program.
4. Continue to monitor settlement of excess rent complaints and expand process into mediation of decrease cases.
5. Develop and implement plans for improvement of physical layout of rent control offices and work station productivity.

ADMINISTRATION

OBJ	DESCRIPTION	FY 89/90 ACTUAL EXPENSES	FY 90/91 ADOPTED BUDGET	FY 90/91 REVISED BUDGET	FY 90/91 PROJECTED EXPENSES	FY 91/92 ADOPTED BUDGET
100	PERMANENT EMPLOYEES	391,117	456,015	400,815	390,408	441,967
104	BOARD ALLOWANCE	17,475	23,750	23,750	14,175	15,750
149	OVERTIME	1,142	1,200	1,200	443	1,200
150	AS-NEEDED EMPLOYEES	0	0	0	0	0
171	MEDICARE EMP CONT	1,650	2,814	2,814	2,391	6,426
172	INS-UNEMPLOYMENT	1,569	1,824	1,824	1,563	1,773
173	INS-COMPENSATION	138,739	123,775	123,775	123,775	80,720
174	INS-EMPL HEALTH/DENT	28,270	40,700	40,700	32,849	40,000
177	RETIREMENT CONTRIB	47,821	58,872	58,872	44,726	61,006
197	OTHER FRINGE BENEFITS	0	250	250	0	250
		0	0	0	0	0
	TOTAL SALARIES & WAGES	627,783	709,200	654,000	610,331	649,092
221	UTIL-TELEPHONE/TELEG	30,485	31,500	40,500	40,585	38,340
231	OFFICE SUPPLIES	11,096	9,000	9,000	9,094	9,000
232	POSTAGE	22,360	25,064	25,064	21,032	57,566
254	ADVERTISING	5,177	5,500	5,500	2,569	4,500
261	EQUIPMENT RENTAL	159	260	260	246	310
262	RENT	0	0	0	0	0
272	MILEAGE	3,464	4,200	4,200	4,051	4,320
282	CONF-MTGS-TRAVEL	7,195	7,000	7,000	4,939	7,000
290	MEMBERSHIPS & DUES	590	700	700	608	700
302	INS-COMPREHENSIVE	32,157	33,796	33,796	32,787	33,172
404	BOOKS & PERIODICALS	1,067	1,433	1,433	869	1,433
411	PRINTING	25,482	21,700	21,700	7,296	26,300
434	INDIRECT COSTS	370,109	289,543	287,347	285,151	239,626
439	OTHER COSTS	234,800	39,200	39,200	38,795	16,200
501	CONTRACTUAL SERVICES	1,005	3,400	3,400	842	6,480
506	PROF SERVICES	56,003	48,500	78,500	71,378	52,100
511	LEGAL EXPENSE	0	0	0	0	0
521	TRAINING	2,373	3,000	3,000	1,905	2,500
523	ADMIN RECORDS	0	0	0	0	0
724	SERVICE AGREEMENTS	20,899	18,396	18,396	20,330	7,412
	TOTAL SUPPLIES & EXPENSES	824,422	542,192	564,996	542,476	506,959
803	COMPUTER SYSTEMS	104,872	82,509	129,509	179,619	10,000
808	OFFICE EQUIPMENT	10,919	5,000	55,000	55,000	1,000
820	BLDG. RENOVATION	0	0	1,500	1,500	0
855	RESVE-SYSTEM UPGRADE	6,255	12,500	12,500	12,502	10,000
	TOTAL CAPITAL OUTLAY	122,045	100,009	198,509	248,621	21,000
	TOTAL BUDGET	1,574,250	1,351,401	1,417,505	1,401,428	1,177,051

ADMINISTRATION DEPARTMENT

SALARIES AND WAGES

100 PERMANENT EMPLOYEE SALARIES -- **\$441,967**

<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS FY 1990/91</u>	<u>PROPOSED POSITIONS FY 1991/92</u>
Administrator	1.0	1.0
Administrative Analyst	3.6	3.6
Office Coordinator	2.0	2.0
Sr. Administrative Analyst	1.0	1.0
Information Coordinator	1.0	1.0
Administrative Staff Asst.	1.0	- 0 -
Staff Assistant III	1.0	1.0
Total positions	10.6	9.6

104 BOARD ALLOWANCE -- **\$15,750**

The Rent Control Board Commissioners each receive \$75 per meeting they attend. This allocation provides funds for 42 meetings during the year.

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

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

171 INSURANCE/MEDICARE -- **\$6,426**

172 INSURANCE/UNEMPLOYMENT -- **\$1,773**

173 INSURANCE/WORKERS' COMPENSATION -- **\$80,720**

This allocation covers the Workers' Compensation costs for the Agency.

174 INSURANCE/EMPLOYEE HEALTH-DENTAL -- **\$40,000**

This amount includes funding for health and dental benefits for 10 permanent employees.

177 RETIREMENT CONTRIBUTION -- **\$61,006**

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

SUPPLIES AND EXPENSES

221 UTILITIES/TELEPHONE -- \$38,340

This allocation covers the telephone expense for the entire agency.

231 OFFICE SUPPLIES -- \$9,000

232 POSTAGE -- \$57,566

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

General Adjustment/Registration Fee/ Registration Fee Rebills/MAR Mailing/ GA Utility Mailing	20,518
General Mailings	13,108
Newsletter (3)	23,940

254 ADVERTISING -- \$4,500

This allocation covers the cost of publishing public notices and other announcements required by law.

261 EQUIPMENT RENTAL -- \$310

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

272 MILEAGE -- \$4,320

Provides for car allowances for staff as well as mileage reimbursements for 1,976 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. At least twice a year the lobbyist travels to Santa Monica to report to the Board. Nominal 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 -- \$33,172

General Liability: \$31,949

The Agency carries a \$1,000,000 combined single limit liability policy with a \$1,000 deductible for bodily injury and damage.

Multi-Peril Insurance for Property at City Hall and 819 Broadway \$600

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.

Non-owned Automobile: \$365

This coverage is provided through the City of Santa Monica for liability when employees are using automobiles as part of their work.

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 - \$26,300

Charter Amendment and Regulations: 7,100

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

Instructions, Information, Forms: 2,000

Operating Budget: 550

General Adjustment/Registration Fee Letters: 5,000

Annual Report: 150

Newsletter (3): 9,000

Miscellaneous Printing: 2,500

434 ADMINISTRATIVE INDIRECT COSTS - \$239,626

Details listed in Agency Budget section beginning page 8.

439 OTHER COSTS

ALLOCATION: \$16,200

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.

501 CONTRACTUAL SERVICES - \$6,480

This allocation includes \$1,700 for mailhouse services for general adjustment mailing, \$2,580 for mailhouse services for three editions of the newsletter, and \$2,200 for access to the County assessor's data base through DataQuick.

506 PROFESSIONAL SERVICES -- \$52,100

\$33,600 for a lobbyist to represent the Board's interests in Sacramento.

\$8,500 for a court reporter to record 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 -- \$2,500

The allocation includes \$2,500 for workshops for Administration staff.

724 SERVICE AGREEMENTS -- \$7,412

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)	6,987
City Hall alarm	125
Typewriter repair	200
Lotus Prompt software support	100

CAPITAL OUTLAY

803 COMPUTER SYSTEMS -- \$10,000

Equipment and software reserve	10,000
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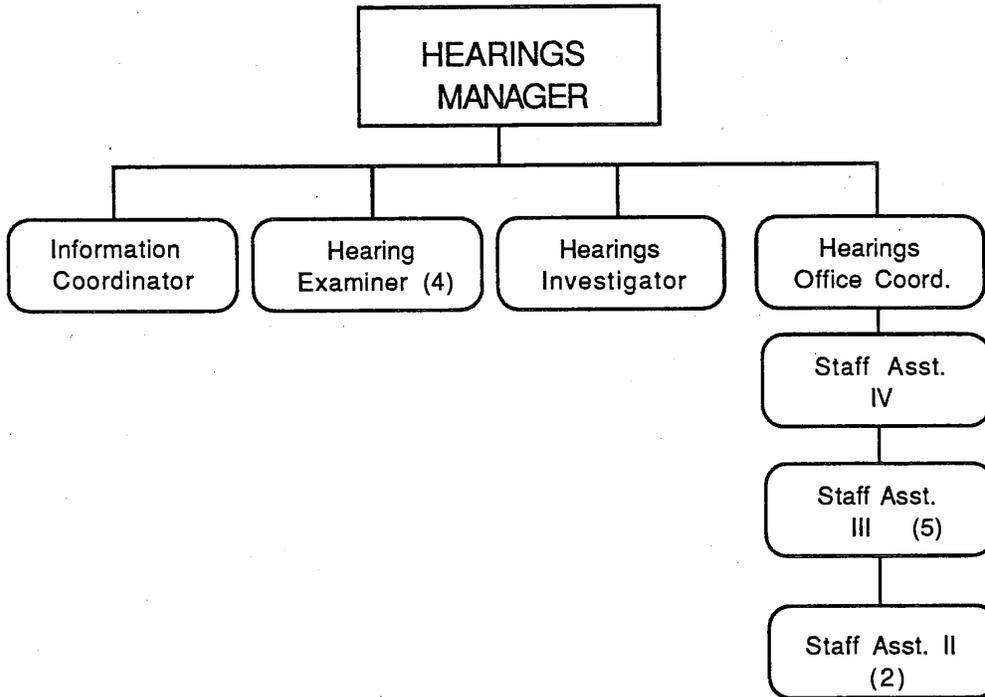
808 OFFICE EQUIPMENT -- \$1,000

Miscellaneous office equipment	1,000
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855 RESERVE FOR COMPUTER SYSTEM UPGRADES -- \$10,000

\$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, microfiche files, and storage and retrieval of documents.

1991/92 Goals

1. Integrate the decrease settlement process with the existing decrease procedures.
2. Make a transition to the Macintosh computer system with a minimum disruption of work. This will involve developing and implementing new boilerplates and on-going training for employees.
3. Redesign and transfer existing petition logs into the database program available on the Macintosh. This will provide the department with the ability to readily extract important statistical data.
4. Continue cross-training Staff Assistants in duties assigned to other Staff Assistants. This will create a pool of fully trained clerical staff prepared for peak periods and employee absences.

5. Continue developing 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.
6. Continue the development of a training manual for hearing examiners.

HEARINGS

OBJ	DESCRIPTION	FY 89/90 ACTUAL EXPENSES	FY 90/91 ADOPTED BUDGET	FY 90/91 REVISED BUDGET	FY 90/91 PROJECTED EXPENSES	FY 91/92 ADOPTED BUDGET
100	PERMANENT EMPLOYEES	609,472	745,463	666,233	613,463	687,028
104	BOARD ALLOWANCE	0	0	0	0	0
149	OVERTIME	4,357	3,500	3,500	1,164	1,500
150	AS-NEEDED EMPLOYEES	27,654	0	0	6,899	0
171	MEDICARE EMP CONT	4,798	4,226	4,226	4,931	9,984
172	INS-UNEMPLOYMENT	2,566	2,982	2,982	2,486	2,754
173	INS-COMPENSATION	0	0	0	0	0
174	INS-EMPL HEALTH/DENT	50,478	66,600	66,600	59,065	64,000
177	RETIREMENT CONTRIB	72,446	96,239	96,239	72,946	94,783
197	OTHER FRINGE BENEFITS	382	250	250	697	250
		0	0	0	0	0
	TOTAL SALARIES & WAGES	772,153	919,260	840,030	761,651	860,299
221	UTIL-TELEPHONE/TELEG	13,758	12,338	12,338	12,787	14,035
231	OFFICE SUPPLIES	12,820	17,860	17,860	10,164	16,479
232	POSTAGE	6,300	9,660	9,660	4,960	4,000
254	ADVERTISING	0	0	0	0	0
261	EQUIPMENT RENTAL	553	525	525	599	0
262	RENT	118,940	139,662	139,662	139,685	146,557
272	MILEAGE	313	393	393	293	744
282	CONF-MTGS-TRAVEL	0	0	0	0	0
290	MEMBERSHIPS & DUES	1,760	3,828	3,828	2,664	2,390
302	INS-COMPREHENSIVE	500	0	0	0	0
404	BOOKS & PERIODICALS	962	1,400	1,400	1,957	2,056
411	PRINTING	293	0	0	0	0
434	INDIRECT COSTS	0	0	0	0	0
439	OTHER COSTS	0	0	0	0	0
501	CONTRACTUAL SERVICES	13,717	33,278	33,278	15,305	38,602
506	PROF SERVICES	4,527	3,500	3,500	1,678	3,500
511	LEGAL EXPENSE	0	0	0	0	0
521	TRAINING	1,478	2,000	2,000	659	1,500
523	ADMIN RECORDS	0	0	0	0	0
724	SERVICE AGREEMENTS	11,729	15,399	15,399	12,326	18,053
	TOTAL SUPPLIES & EXPENSES	187,649	239,842	239,842	203,077	247,916
803	COMPUTER SYSTEMS	0	525	525	0	500
808	OFFICE EQUIPMENT	6,646	8,151	16,601	13,181	6,048
820	BLDG. RENOVATION	553	1,000	1,000	0	1,000
855	RESVE-SYSTEM UPGRADE	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	7,198	9,676	11,576	13,181	7,548
	TOTAL BUDGET	967,000	1,168,778	1,091,448	977,909	1,115,762

HEARINGS DEPARTMENT

SALARIES AND WAGES

100 PERMANENT EMPLOYEE SALARIES -- **\$687,028**

<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS FY 1990/91</u>	<u>PROPOSED POSITIONS FY 1991/92</u>
Department Manager	1	1
Hearing Examiner	6	4
Hearings Investigator	1	1
Information Coordinator	1	1
Office Coordinator	0	1
Staff Assistant IV	2	1
Staff Assistant III	6	5
Staff Assistant II	1	2
Total positions	18	16

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

171 INSURANCE/MEDICARE -- **\$9,984**

172 INSURANCE/UNEMPLOYMENT -- **\$2,754**

174 INSURANCE/EMPLOYEE HEALTH-DENTAL -- **\$64,000**

This amount includes funding for health and dental benefits for 16 permanent employees for twelve months.

177 RETIREMENT CONTRIBUTION -- **\$94,783**

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

SUPPLIES AND EXPENSES

221 UTILITIES/TELEPHONE -- \$14,035

This allocation covers gas, water and electricity as required by the lease. The allocation represents a 6.5% increase from the 1990/91 allocation. The following is the staff estimate for phone, gas, water and electricity expenses:

Gas	301
Water	1,960
Electricity	11,774

231 OFFICE SUPPLIES -- \$16,479

232 POSTAGE -- \$4,000

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

262 RENT -- \$146,557

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 department. The lease provides for monthly payments of \$11,858.31 from July 1, 1991 through April 30, 1992 and \$12,452.06 from May 1, 1992 through June 30, 1992. Additionally, the allocation includes funds to pay the property tax on the building, estimated at \$2,942 and \$128 for the business license, as required by the triple net lease.

272 MILEAGE -- \$744

This allocation provides for car allowances for staff, principally for the inter-office mail run, and secondarily for the Hearings Investigator.

290 MEMBERSHIP AND DUES -- \$2,390

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

404 BOOKS AND PERIODICALS -- \$2,056

501 CONTRACTUAL SERVICES -- \$38,602

\$19,800 for a part-time contract hearing examiner

\$6,092 for custodial services.

\$7,500 for an attorney service to serve subpoenas and advance witness fees.

\$310 to monitor and service the burglar alarm system.

\$900 for messenger service.

\$4,000 for storage and retrieval of files.

506 PROFESSIONAL SERVICES -- \$3,500

\$3,500 for interpreter services at hearings.

521 TRAINING -- \$1,500

This allocation is for courses, seminars and workshops conducted by universities, professional associations and other educational organizations. In particular all attorneys will be required by the State Bar to attend continuing Bar Training beginning January 1992. 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 -- \$18,053

IBM 60 copier	4,170
IBM 70 copier	3,254
Pacific Alarm	387
Postage Meter and Scale	487
Canon Desktop Copier	197
Sony Recording Equipment	1,824
Bell & Howell Microfiche Equipment	3,534
Air Conditioning Equipment	3,500
Misc. repairs -- typewriter, dictaphone etc.	700

CAPITAL OUTLAY

803 COMPUTER SYSTEMS -- \$500

Miscellaneous computer software

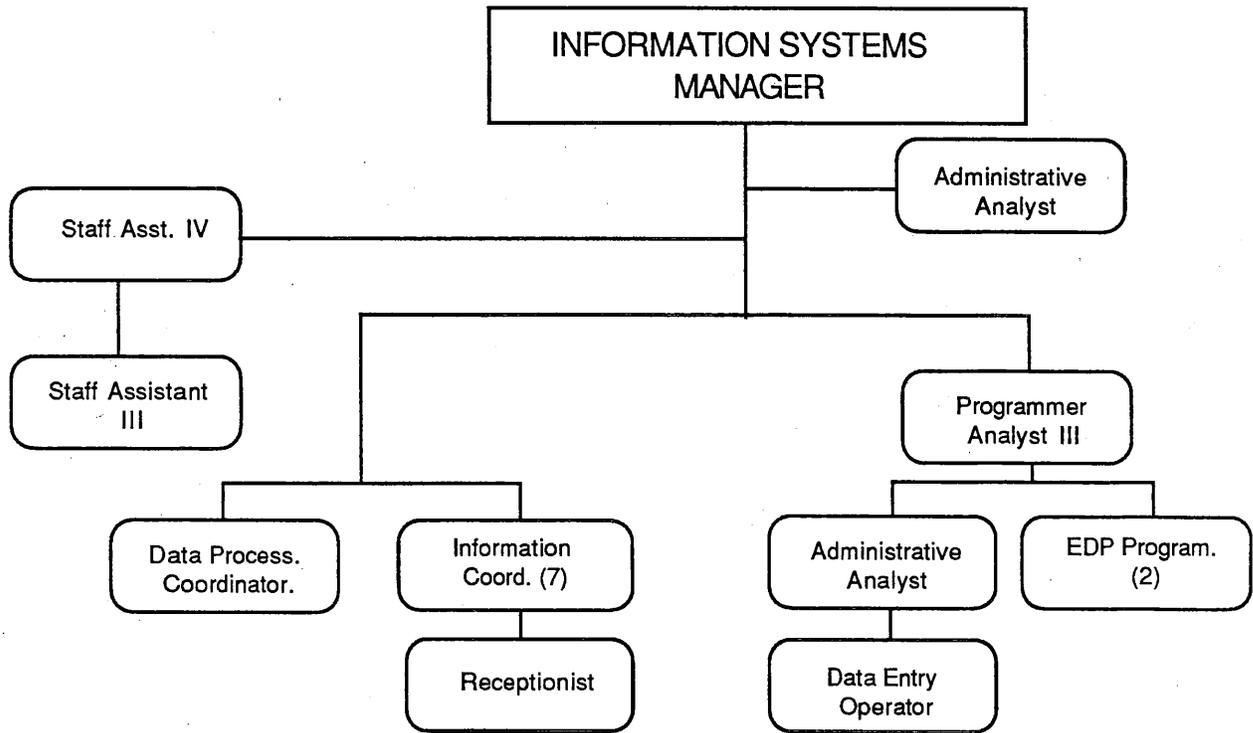
808 OFFICE EQUIPMENT -- \$6,048

Final year of lease/purchase on IBM 70 copier 6,048

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 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 applications. 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.

1991/92 Goals

1. Complete 10% of the field-by-field checking of the database for accuracy.
2. Investigate possible conversion of the HP 3000 to more current hardware.
3. Mail MAR letters to landlords and tenants.
4. Develop a modified database for tracking MAR changes over time .
5. Develop a capital improvement dropoff database which can be used to track MAR changes; add fields to the database unit detail to reflect dropoffs.

INFORMATION SYSTEMS

OBJ	DESCRIPTION	FY 89/90 ACTUAL EXPENSES	FY 90/91 ADOPTED BUDGET	FY 90/91 REVISED BUDGET	FY 90/91 PROJECTED EXPENSES	FY 91/92 ADOPTED BUDGET
100	PERMANENT EMPLOYEES	535,440	692,510	692,510	687,143	724,568
104	BOARD ALLOWANCE	0	0	0	0	0
149	OVERTIME	14,849	9,000	9,000	3,457	5,000
150	AS-NEEDED EMPLOYEES	16,066	0	0	0	0
171	MEDICARE EMP CONT	4,954	2,749	2,749	6,335	10,579
172	INS-UNEMPLOYMENT	2,263	2,806	2,806	2,762	2,918
173	INS-COMPENSATION	0	0	0	0	0
174	INS-EMPL HEALTH/DENT	47,168	74,000	74,000	72,078	72,000
177	RETIREMENT CONTRIB	65,118	89,403	89,403	84,219	100,432
197	OTHER FRINGE BENEFITS	250	250	250	0	250
		(552)	0	0	(137)	0
	TOTAL SALARIES & WAGES	685,557	870,718	870,718	855,857	915,747
221	UTIL-TELEPHONE/TELEG	0	0	0	0	0
231	OFFICE SUPPLIES	17,146	26,093	26,093	22,477	23,083
232	POSTAGE	0	0	0	0	0
254	ADVERTISING	0	0	0	0	0
261	EQUIPMENT RENTAL	0	0	0	0	0
262	RENT	0	0	0	0	0
272	MILEAGE	26	50	50	37	50
282	CONF-MTGS-TRAVEL	0	0	0	0	0
290	MEMBERSHIPS & DUES	225	400	400	223	400
302	INS-COMPREHENSIVE	0	0	0	0	0
404	BOOKS & PERIODICALS	1,224	450	450	507	450
411	PRINTING	182	0	0	0	0
434	INDIRECT COSTS	0	0	0	0	0
439	OTHER COSTS	0	0	0	0	0
501	CONTRACTUAL SERVICES	2,015	2,500	4,500	3,606	0
506	PROF SERVICES	0	0	0	0	0
511	LEGAL EXPENSE	0	0	0	0	0
521	TRAINING	1,856	2,000	2,000	1,126	1,000
523	ADMIN RECORDS	0	0	0	0	0
724	SERVICE AGREEMENTS	16,057	30,868	31,228	31,588	36,211
	TOTAL SUPPLIES & EXPENSES	38,730	62,361	64,721	59,564	61,194
803	COMPUTER SYSTEMS	10,364	14,542	22,542	22,666	7,569
808	OFFICE EQUIPMENT	0	1,000	2,000	2,000	0
820	BLDG. RENOVATION	0	0	0	93	0
855	RESVE-SYSTEM UPGRADE	7,066	15,000	35,000	35,000	15,000
	TOTAL CAPITAL OUTLAY	17,430	30,542	30,542	59,759	22,569
	TOTAL BUDGET	741,717	963,622	965,981	975,180	999,511

INFORMATION SYSTEMS DEPARTMENT

SALARIES AND WAGES

100 PERMANENT EMPLOYEE SALARIES -- **\$724,568**

<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS FY 1990/91</u>	<u>PROPOSED POSITIONS FY 1991/92</u>
Department Manager	1.0	1.0
Administrative Analyst	2.0	2.0
Information Coordinator	8.5	7.0
Data Processing Coord.	1.0	1.0
EDP Programmer	2.0	2.0
Programmer Analyst	0.0	1.0
Receptionist	1.0	1.0
Data Entry Operator	1.0	1.0
Staff Assistant IV	1.0	1.0
Staff Assistant III	1.0	1.0
Staff Assistant II	1.0	0.0
Total positions	19.5	18.0

149 OVERTIME -- **\$5,000**

171 INSURANCE/MEDICARE -- **\$10,579**

172 INSURANCE/UNEMPLOYMENT -- **\$2,918**

174 INSURANCE/EMPLOYEE HEALTH-DENTAL -- **\$72,000**

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

177 RETIREMENT CONTRIBUTION -- **\$100,432**

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

SUPPLIES AND EXPENSES

231 OFFICE SUPPLIES -- **\$23,083**

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**

521 TRAINING -- **\$1,000**

724 SERVICE AGREEMENTS -- **\$36,211**

Hewlett-Packard Computer Hardware and Software	17,837
Macintosh System	17,974
Misc. repairs -- typewriters, etc.	400

CAPITAL OUTLAY

803 COMPUTER SYSTEMS -- **\$7,569**

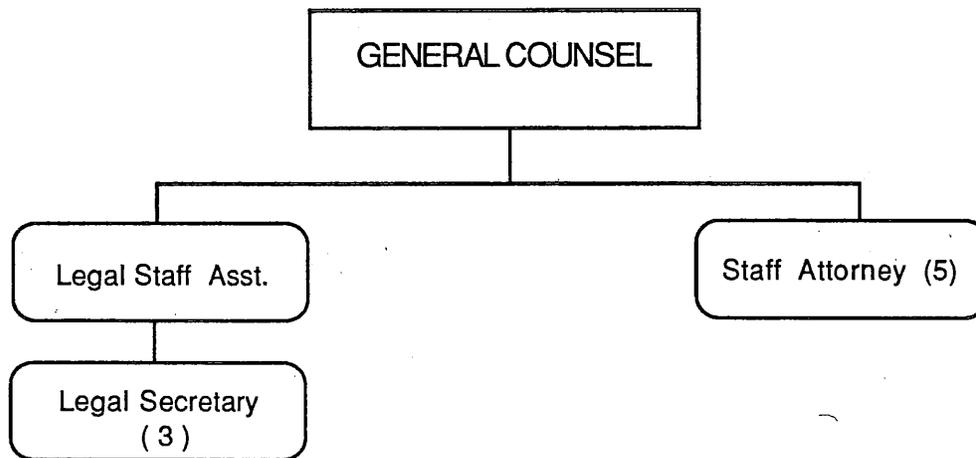
Final four months of existing lease/purchase of Hewlett-Packard computer equipment	2,569
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Reserve for software	5,000
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855 RESERVE FOR COMPUTER SYSTEM UPGRADES -- **\$15,000**

The board has approved an allocation of \$15,000 per year for 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 Department provides legal advice to the Board, 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.

1991/92 Goals

1. Plan and effectuate the physical relocation of the Legal Department including the redesign of the workspace, evaluation and purchase of new office equipment, telephones and ergonomically correct workstations.
2. Improve enforcement techniques as they relate to registration fees (including the small claims program).
3. Revise regulations. Chapters 4, 12, 13 and 17 will require substantial changes over the next year.
4. Participate in Administration Department's review of the Incentive Housing Program by examining the legal application of the program, evaluating the legal aspects and modifying regulations based upon the past year's experience with the program and direction from the Board.
5. Maintain high quality written work through the use of more advanced word processing equipment, training of the legal staff and development of the team approach to issues facing the Board.

LEGAL

OBJ	DESCRIPTION	FY 89/90 ACTUAL EXPENSES	FY 90/91 ADOPTED BUDGET	FY 90/91 REVISED BUDGET	FY 90/91 PROJECTED EXPENSES	FY 91/92 ADOPTED BUDGET
100	PERMANENT EMPLOYEES	471,031	589,674	505,124	480,146	579,618
104	BOARD ALLOWANCE	0	0	0	0	0
149	OVERTIME	977	1,500	1,500	401	1,500
150	AS-NEEDED EMPLOYEES	32,730	0	0	0	0
171	MEDICARE EMP CONT	4,415	2,649	2,649	4,247	8,426
172	INS-UNEMPLOYMENT	2,019	2,359	2,359	1,922	2,324
173	INS-COMPENSATION	0	0	0	0	0
174	INS-EMPL HEALTH/DENT	31,086	40,700	40,700	44,161	40,000
177	RETIREMENT CONTRIB	56,636	76,127	76,127	59,632	79,997
197	OTHER FRINGE BENEFITS	0	250	250	0	250
		(116)	0	0	0	0
	TOTAL SALARIES & WAGES	598,778	713,259	713,259	590,509	712,115
221	UTIL-TELEPHONE/TELEG	0	0	0	0	0
231	OFFICE SUPPLIES	5,020	5,000	5,000	4,898	6,000
232	POSTAGE	375	500	500	75	200
254	ADVERTISING	0	0	0	0	0
261	EQUIPMENT RENTAL	4,263	4,800	4,800	3,691	4,800
262	RENT	0	0	0	0	0
272	MILEAGE	2,099	3,100	3,100	3,102	3,195
282	CONF-MTGS-TRAVEL	0	0	0	0	0
290	MEMBERSHIPS & DUES	2,739	3,360	3,360	2,535	3,343
302	INS-COMPREHENSIVE	0	0	0	0	0
404	BOOKS & PERIODICALS	3,049	3,000	3,000	2,840	3,500
411	PRINTING	0	0	0	94	0
434	INDIRECT COSTS	0	0	0	0	0
439	OTHER COSTS	0	0	0	0	0
501	CONTRACTUAL SERVICES	4,416	4,000	4,000	2,600	3,000
506	PROF SERVICES	39,426	30,800	30,800	30,800	26,400
511	LEGAL EXPENSE	31,899	41,000	61,000	61,000	34,000
521	TRAINING	150	2,000	2,000	233	1,500
523	ADMIN RECORDS	2,862	3,000	3,000	328	1,500
724	SERVICE AGREEMENTS	130	120	120	202	600
	TOTAL SUPPLIES & EXP	96,428	100,680	100,680	112,396	88,038
803	COMPUTER SYSTEMS	1,818	0	0	0	1,800
808	OFFICE EQUIPMENT	1,009	5,000	5,000	5,000	0
820	BLDG. RENOVATION	0	0	35,000	35,000	0
855	RESVE-SYSTEM UPGRADE	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	2,826	5,000	25,000	40,000	1,800
	TOTAL BUDGET	698,032	818,939	838,939	742,905	801,953

LEGAL DEPARTMENT

SALARIES AND WAGES

100 PERMANENT EMPLOYEE SALARIES -- **\$579,618**

<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS FY 1990/91</u>	<u>PROPOSED POSITIONS FY 1991/92</u>
General Counsel	1	1
Staff Attorney	6	5
Legal Staff Assistant	1	1
Legal Secretary	3	3
Total positions	11	10

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

171 INSURANCE/MEDICARE -- **\$8,426**

172 INSURANCE/UNEMPLOYMENT -- **\$2,324**

174 INSURANCE/EMPLOYEE HEALTH-DENTAL -- **\$40,000**

This amount includes funding for health and dental benefits for 10 permanent employees for twelve months.

177 RETIREMENT CONTRIBUTION -- **\$79,997**

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

SUPPLIES AND EXPENSES

231 OFFICE SUPPLIES -- **\$6,000**

232 POSTAGE -- **\$200**

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 -- \$3,195

This allocation provides for car allowances for staff as well as mileage reimbursements for approximately 780 miles at 25 cents per mile.

290 MEMBERSHIP AND DUES -- \$3,343

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

404 BOOKS AND PERIODICALS -- \$3,500

501 CONTRACTUAL SERVICES -- \$3,000

\$1,000 for attorney service.

\$2,000 for messenger service.

506 PROFESSIONAL SERVICES -- \$26,400

The Board has contracted with a real estate appraiser in connection with removal permits. Based upon an average cost per case of \$3,200, this allocation provides for 8 Category B and C appraisals as well as \$800 for miscellaneous consulting services.

511 LEGAL EXPENSE -- \$34,000

The allocation covers costs of a shorthand reporter and other direct costs of litigation (\$10,000), title searches for Ellis properties (\$2,000), and a reserve for potential legal liabilities (\$22,000).

521 TRAINING -- \$1,500

523 ADMINISTRATIVE RECORDS -- \$1,500

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 -- \$600

Lexis	200
Typewriter repair	400

CAPITAL OUTLAY

803 COMPUTER SYSTEMS -- \$1,800

Reserve for legal software	1,800
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REVENUE PROJECTION

Revenue for Fiscal Year 1991/92 is projected to be \$3,938,823. The sources of this revenue are registration fees, interest earnings on unexpended Rent Control funds, and reimbursements for administrative records.

The Santa Monica Rent Control Board has always had as its primary source of income the registration fee paid on each rent controlled unit in the city. Each year the number of billable units diminishes as more units become exempt or additional fee waivers are granted. Currently the major reasons for the decline in billable units are increasing owner-occupied fee waivers for 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 100 exemptions and 150 new fee waivers. Projected registration fee refunds are based on an assumed loss of approximately 520 units over the course of the year, which translates into 3,354 non-billable unit months.

Computer analysis and projections indicate that on July 1, 1991 there will be 28,912 controlled billable units, that is, units without a fee waiver.

For the past three years, the Rent Control Board has adopted a registration fee of \$12 per month (\$144 per year). During this time, the \$700,000 loan from the City was repaid and the goal of setting aside the equivalent of two months' payroll costs was achieved. It is now possible to reduce the registration fee to \$11 per month (\$132 per year) for Fiscal Year 1991/92.

Savings from FY 90/91, estimated to be about \$400,000, will meet the \$155,954 projected difference between revenue and expenditures in FY 91/92. The Fiscal Year 90/91 budget had a projected shortage of \$86,000, but through a combination of savings and additional revenue, the difference was eliminated without need to appropriate from the fund balance to cover it.

With a registration fee of \$11 per month, based on an estimate of 28,912 controlled rental units, the revenue would be \$3,816,384. Net registration fees, after subtracting projected refunds would be \$3,779,490.

The second source of revenue is interest earnings on city-invested Rent Control funds. Staff estimates this revenue to be \$155,333. The City Treasurer is estimating a rate of return on invested funds of 6.5 percent; Staff is using the same rate to estimate Board interest earnings.

The third revenue source is 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 \$4,000 in administrative records fee reimbursements.

SOURCES OF REVENUE

Registration Fees - 28,912 units	\$3,816,384
Refunded Registration Fees - 3,354 unit months	-36,894
Interest Earnings	155,333
Administrative Records Reimbursements	<u>4,000</u>
 Total Revenue	 \$3,938,823

Balance Sheet Reserves

In Fiscal Year 1988/89 the Board created balance sheet reserve accounts for the purpose of identifying funds which had been designated for particular purposes during the budget cycle, but which could not be spent by the end of the fiscal year. During the current year, the funds usually are called "Designated Resources." Once the fiscal year has ended, the Board will be able to add unexpended "designated resources" in the current budget to the balance sheet reserves. Listed below is the anticipated status of the current "designated resources", projected amounts available for transfer at year end, and the amounts that are already known to be required in FY 91/92.

General Emergency: \$3,000 should remain unexpended for office supplies. The Board will have used approximately \$1,000 of the original \$20,000 in Board Special Projects funds for community meetings, leaving \$19,000 for transfer to the reserves.

Legal: The original \$20,000 will have been expended by the end of the fiscal year. At the third quarter the Board authorized another \$20,000, most of which will remain unexpended but is expected to be needed in FY 91/92.

Office Equipment: \$20,000 set aside for the Legal Department move remains until the move occurs. \$2,500 set aside for purchase of an air conditioner for the computer room was expended in FY 90/91. At the mid-year the Board authorized \$50,000 in office equipment and \$1,500 in building renovation for improved workstation productivity in the main office. At the third quarter the Board authorized another \$15,000 for building renovation for the Legal Department move. Approximately \$71,838 will be available to be carried over.

Computer Emergency: All funds for the Mac computer system were expended. This reserve account should no longer be used.

Computer Upgrade: Information Systems is expected to carry over \$15,000 originally allocated as well as \$20,000 designated for a new database mainframe at the third quarter.

BALANCE SHEET RESERVES

<u>Reserve Name</u>	<u>Existing Reserves</u>	<u>Additional Reserves</u>	<u>Expected Expend. FY 91/92</u>
General Emergency	\$47,452	\$22,000	\$10,000
Legal	19,025	20,000	20,000
Office equipment	33,178	71,838	66,500
Computer Emergency	0	0	0
Computer Upgrade	<u>21,376</u>	<u>35,000</u>	<u>0</u>
Total	\$121,031	\$148,838	\$96,500

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**EXPENDITURE SUMMARY 1989 THROUGH
1991/92 PROPOSED BUDGET
AGENCY**

<i>OBI</i>	<i>DESCRIPTION</i>	<i>FY 89/90 ACTUAL EXPENSES</i>	<i>FY 90/91 PROJECTED EXPENSES</i>	<i>FY 91/92 PROPOSED BUDGET</i>	<i>FY 91/92 % OF FY 90/91</i>
100	PERMANENT EMPLOYEES	2,007,059	2,171,160	2,433,181	112.07%
104	BOARD ALLOWANCE	17,475	14,175	15,750	111.11%
149	OVERTIME	21,325	5,466	9,200	168.32%
150	AS-NEEDED EMPLOYEES	76,450	6,899	0	0.00%
171	MEDICRE EMP CONT	15,818	17,904	35,415	197.80%
172	INS-UNEMPLOYMENT	8,417	8,734	9,770	111.86%
173	INS-COMPENSATION	138,739	123,775	80,720	65.22%
174	INS-EMPL HEALTH/DENT	157,003	208,153	216,000	103.77%
177	RETIREMENT CONTRIB	242,021	261,522	336,218	128.56%
197	OTHER FRINGE BENEFITS	632	697	1,000	143.48%
		(668)	(137)		0.00%
	TOTAL SALARIES AND WAGES	2,684,271	2,818,348	3,137,253	111.32%
221	UTIL-TELEPHONE/TELEG	44,243	53,372	52,375	98.13%
231	OFFICE SUPPLIES	46,082	46,633	54,562	117.00%
232	POSTAGE	29,035	26,067	61,766	236.95%
254	ADVERTISING	5,177	2,569	4,500	175.20%
261	EQUIPMENT RENTAL	4,974	4,536	5,110	112.65%
262	RENT	118,940	139,685	146,557	104.92%
272	MILEAGE	5,903	7,484	8,309	111.03%
282	CONF-MTGS-TRAVEL	7,195	4,939	7,000	141.72%
290	MEMBERSHIPS & DUES	5,314	6,030	6,833	113.32%
302	INS-COMPREHENSIVE	32,657	32,787	33,172	101.17%
404	BOOKS & PERIODICALS	6,302	6,173	7,439	120.52%
411	PRINTING	25,956	7,390	26,300	355.90%
434	INDIRECT COSTS	370,109	285,151	239,626	84.03%
439	OTHER COSTS	234,800	38,795	16,200	41.76%
501	CONTRACTUAL SERVICES	21,153	22,353	48,082	215.10%
506	PROF SERVICES	99,957	103,855	82,000	78.96%
511	LEGAL EXPENSE	31,899	61,000	34,000	55.74%
521	TRAINING	5,857	3,923	6,500	165.69%
523	ADMIN RECORDS	2,862	328	1,500	457.32%
724	SERVICE AGREEMENTS	48,815	64,445	62,276	96.63%
	TOTAL SUPPLIES AND EXPENSES	1,147,229	917,513	904,107	98.54%
803	COMPUTER SYSTEMS	117,054	202,285	19,869	9.82%
808	OFFICE EQUIPMENT	18,573	75,181	7,048	9.37%
820	BLDG. RENOVATION	553	36,593	1,000	2.73%
855	RESVE-SYSTEM UPGRADE	13,321	47,502	25,000	52.63%
	TOTAL CAPITAL OUTLAY	149,500	361,561	52,917	14.64%
	TOTAL BUDGET	3,981,000	4,097,422	4,094,277	99.92%

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ADMINISTRATION

<i>OBI</i>	<i>DESCRIPTION</i>	<i>FY 89/90 ACTUAL EXPENSES</i>	<i>FY 90/91 PROJECTED EXPENSES</i>	<i>FY 91/92 PROPOSED BUDGET</i>	<i>FY 91/92 % OF FY 90/91</i>
100	PERMANENT EMPLOYEES	391,117	390,408	441,967	113.21%
104	BOARD ALLOWANCE	17,475	14,175	15,750	111.11%
149	OVERTIME	1,142	443	1,200	270.81%
150	AS-NEEDED EMPLOYEES	0	0	0	ERR
171	MEDICRE EMP CONT	1,650	2,391	6,426	268.76%
172	INS-UNEMPLOYMENT	1,569	1,563	1,773	113.39%
173	INS-COMPENSATION	138,739	123,775	80,720	65.22%
174	INS-EMPL HEALTH/DENT	28,270	32,849	40,000	121.77%
177	RETIREMENT CONTRIB	47,821	44,726	61,006	136.40%
197	OTHER FRINGE BENEFITS	0	0	250	ERR
		0	0	0	ERR
	TOTAL SALARIES AND WAGES	627,783	610,331	649,092	106.35%
221	UTIL-TELEPHONE/TELEG	30,485	40,585	38,340	94.47%
231	OFFICE SUPPLIES	11,096	9,094	9,000	98.97%
232	POSTAGE	22,360	21,032	57,566	273.71%
254	ADVERTISING	5,177	2,569	4,500	175.20%
261	EQUIPMENT RENTAL	159	246	310	125.93%
262	RENT	0	0	0	ERR
272	MILEAGE	3,464	4,051	4,320	106.63%
282	CONF-MTGS-TRAVEL	7,195	4,939	7,000	141.72%
290	MEMBERSHIPS & DUES	590	608	700	115.13%
302	INS-COMPREHENSIVE	32,157	32,787	33,172	101.17%
404	BOOKS & PERIODICALS	1,067	869	1,433	164.92%
411	PRINTING	25,482	7,296	26,300	360.47%
434	INDIRECT COSTS	370,109	285,151	239,626	84.03%
439	OTHER COSTS	234,800	38,795	16,200	41.76%
501	CONTRACTUAL SERVICES	1,005	842	6,480	770.05%
506	PROF SERVICES	56,003	71,378	52,100	72.99%
511	LEGAL EXPENSE	0	0	0	ERR
521	TRAINING	2,373	1,905	2,500	131.22%
523	ADMIN RECORDS	0	0	0	ERR
724	SERVICE AGREEMENTS	20,899	20,330	7,412	36.46%
	TOTAL SUPPLIES AND EXPENSES	824,422	542,476	506,959	93.45%
803	COMPUTER SYSTEMS	104,872	179,619	10,000	5.57%
808	OFFICE EQUIPMENT	10,919	55,000	1,000	1.82%
820	BLDG. RENOVATION	0	1,500	0	0.00%
855	RESVE-SYSTEM UPGRADE	6,255	12,502	10,000	79.99%
	TOTAL CAPITAL OUTLAY	122,045	248,621	21,000	8.45%
	TOTAL BUDGET	1,574,250	1,401,428	1,177,051	83.99%

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HEARINGS

<i>OBI</i>	<i>DESCRIPTION</i>	<i>FY 89/90 ACTUAL EXPENSES</i>	<i>FY 90/91 PROJECTED EXPENSES</i>	<i>FY 91/92 PROPOSED BUDGET</i>	<i>FY 91/92 % OF FY 90/91</i>
100	PERMANENT EMPLOYEES	609,472	613,463	687,028	111.99%
104	BOARD ALLOWANCE	0	0	0	ERR
149	OVERTIME	4,357	1,164	1,500	128.84%
150	AS-NEEDED EMPLOYEES	27,654	6,899	0	0.00%
171	MEDICRE EMP CONT	4,798	4,931	9,984	202.45%
172	INS-UNEMPLOYMENT	2,566	2,486	2,754	110.78%
173	INS-COMPENSATION	0	0	0	ERR
174	INS-EMPL HEALTH/DENT	50,478	59,065	64,000	108.35%
177	RETIREMENT CONTRIB	72,446	72,946	94,783	129.94%
197	OTHER FRINGE BENEFITS	382	697	250	35.87%
		0	0	0	ERR
	TOTAL SALARIES AND WAGES	772,153	761,651	860,299	112.95%
221	UTIL-TELEPHONE/TELEG	13,758	12,787	14,035	109.76%
231	OFFICE SUPPLIES	12,820	10,164	16,479	162.13%
232	POSTAGE	6,300	4,960	4,000	80.65%
254	ADVERTISING	0	0	0	ERR
261	EQUIPMENT RENTAL	553	599	0	0.00%
262	RENT	118,940	139,685	146,557	104.92%
272	MILEAGE	313	293	744	253.90%
282	CONF-MTGS-TRAVEL	0	0	0	ERR
290	MEMBERSHIPS & DUES	1,760	2,664	2,390	89.71%
302	INS-COMPREHENSIVE	500	0	0	ERR
404	BOOKS & PERIODICALS	962	1,957	2,056	105.06%
411	PRINTING	293	0	0	ERR
434	INDIRECT COSTS	0	0	0	ERR
439	OTHER COSTS	0	0	0	ERR
501	CONTRACTUAL SERVICES	13,717	15,305	38,602	252.22%
506	PROF SERVICES	4,527	1,678	3,500	208.62%
511	LEGAL EXPENSE	0	0	0	ERR
521	TRAINING	1,478	659	1,500	227.62%
523	ADMIN RECORDS	0	0	0	ERR
724	SERVICE AGREEMENTS	11,729	12,326	18,053	146.47%
	TOTAL SUPPLIES AND EXPENSES	187,649	203,077	247,916	122.08%
803	COMPUTER SYSTEMS	0	0	500	ERR
808	OFFICE EQUIPMENT	6,646	13,181	6,048	45.88%
820	BLDG. RENOVATION	553	0	1,000	ERR
855	RESVE-SYSTEM UPGRADE	0	0	0	ERR
	TOTAL CAPITAL OUTLAY	7,198	13,181	7,548	57.27%
	TOTAL BUDGET	967,000	977,909	1,115,762	114.10%

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INFORMATION SYSTEMS

<i>OBJ</i>	<i>DESCRIPTION</i>	<i>FY 89/90 ACTUAL EXPENSES</i>	<i>FY 90/91 PROJECTED EXPENSES</i>	<i>FY 91/92 PROPOSED BUDGET</i>	<i>FY 91/92 % OF FY 90/91</i>
100	PERMANENT EMPLOYEES	535,440	687,143	724,568	105.45%
104	BOARD ALLOWANCE	0	0	0	ERR
149	OVERTIME	14,849	3,457	5,000	144.62%
150	AS-NEEDED EMPLOYEES	16,066	0	0	ERR
171	MEDICRE EMP CONT	4,954	6,335	10,579	167.00%
172	INS-UNEMPLOYMENT	2,263	2,762	2,918	105.66%
173	INS-COMPENSATION	0	0	0	ERR
174	INS-EMPL HEALTH/DENT	47,168	72,078	72,000	99.89%
177	RETIREMENT CONTRIB	65,118	84,219	100,432	119.25%
197	OTHER FRINGE BENEFITS	250	0	250	ERR
		(552)	(137)	0	0.00%
	TOTAL SALARIES AND WAGES	685,557	855,857	915,747	107.00%
221	UTIL-TELEPHONE/TELEG	0	0	0	ERR
231	OFFICE SUPPLIES	17,146	22,477	23,083	102.70%
232	POSTAGE	0	0	0	ERR
254	ADVERTISING	0	0	0	ERR
261	EQUIPMENT RENTAL	0	0	0	ERR
262	RENT	0	0	0	ERR
272	MILEAGE	26	37	50	134.16%
282	CONF-MTGS-TRAVEL	0	0	0	ERR
290	MEMBERSHIPS & DUES	225	223	400	179.37%
302	INS-COMPREHENSIVE	0	0	0	ERR
404	BOOKS & PERIODICALS	1,224	507	450	88.74%
411	PRINTING	182	0	0	ERR
434	INDIRECT COSTS	0	0	0	ERR
439	OTHER COSTS	0	0	0	ERR
501	CONTRACTUAL SERVICES	2,015	3,606	0	0.00%
506	PROF SERVICES	0	0	0	ERR
511	LEGAL EXPENSE	0	0	0	ERR
521	TRAINING	1,856	1,126	1,000	88.84%
523	ADMIN RECORDS	0	0	0	ERR
724	SERVICE AGREEMENTS	16,057	31,588	36,211	114.64%
	TOTAL SUPPLIES AND EXPENSES	38,730	59,564	61,194	102.74%
803	COMPUTER SYSTEMS	10,364	22,666	7,569	33.39%
808	OFFICE EQUIPMENT	0	2,000	0	0.00%
820	BLDG. RENOVATION	0	93	0	0.00%
855	RESVE-SYSTEM UPGRADE	7,066	35,000	15,000	42.86%
	TOTAL CAPITAL OUTLAY	17,430	59,759	22,569	37.77%
	TOTAL BUDGET	741,717	975,180	999,511	102.50%

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LEGAL

<i>OBI</i>	<i>DESCRIPTION</i>	<i>FY 89/90 ACTUAL EXPENSES</i>	<i>FY 90/91 PROJECTED EXPENSES</i>	<i>FY 91/92 PROPOSED BUDGET</i>	<i>FY 91/92 % OF FY 90/91</i>
100	PERMANENT EMPLOYEES	471,031	480,146	579,618	120.72%
104	BOARD ALLOWANCE	0	0	0	ERR
149	OVERTIME	977	401	1,500	373.88%
150	AS-NEEDED EMPLOYEES	32,730	0	0	ERR
171	MEDICRE EMP CONT	4,415	4,247	8,426	198.40%
172	INS-UNEMPLOYMENT	2,019	1,922	2,324	120.93%
173	INS-COMPENSATION	0	0	0	ERR
174	INS-EMPL HEALTH/DENT	31,086	44,161	40,000	90.58%
177	RETIREMENT CONTRIB	56,636	59,632	79,997	134.15%
197	OTHER FRINGE BENEFITS	0	0	250	ERR
		(116)	0	0	ERR
	TOTAL SALARIES AND WAGES	598,778	590,509	712,115	120.59%
221	UTIL-TELEPHONE/TELEG	0	0	0	ERR
231	OFFICE SUPPLIES	5,020	4,898	6,000	122.50%
232	POSTAGE	375	75	200	266.67%
254	ADVERTISING	0	0	0	ERR
261	EQUIPMENT RENTAL	4,263	3,691	4,800	130.06%
262	RENT	0	0	0	ERR
272	MILEAGE	2,099	3,102	3,195	103.00%
282	CONF-MTGS-TRAVEL	0	0	0	ERR
290	MEMBERSHIPS & DUES	2,739	2,535	3,343	131.87%
302	INS-COMPREHENSIVE	0	0	0	ERR
404	BOOKS & PERIODICALS	3,049	2,840	3,500	123.26%
411	PRINTING	0	94	0	0.00%
434	INDIRECT COSTS	0	0	0	ERR
439	OTHER COSTS	0	0	0	ERR
501	CONTRACTUAL SERVICES	4,416	2,600	3,000	115.39%
506	PROF SERVICES	39,426	30,800	26,400	85.71%
511	LEGAL EXPENSE	31,899	61,000	34,000	55.74%
521	TRAINING	150	233	1,500	643.11%
523	ADMIN RECORDS	2,862	328	1,500	457.32%
724	SERVICE AGREEMENTS	130	202	600	297.63%
	TOTAL SUPPLIES AND EXPENSES	96,428	112,396	88,038	78.33%
803	COMPUTER SYSTEMS	1,818	0	1,800	ERR
808	OFFICE EQUIPMENT	1,009	5,000	0	0.00%
820	BLDG. RENOVATION	0	35,000	0	0.00%
855	RESVE-SYSTEM UPGRADE	0	0	0	ERR
	TOTAL CAPITAL OUTLAY	2,826	40,000	1,800	4.50%
	TOTAL BUDGET	698,032	742,905	801,953	-107.95%

