

**SANTA MONICA RENT  
CONTROL BOARD**

**operating budget  
fiscal year 1992/93**

**adopted June 4, 1992**

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# SANTA



# MONICA

Rent Control Board  
(310) 458-8751

1685 Main Street  
P.O. Box 2200  
Santa Monica, CA 90407-2200

June 16, 1992

Dear Santa Monica Citizens,

The Santa Monica Rent Control Board is pleased to be able to fund the 1992/1993 budget with no increase in the annual registration fee. In spite of increases in services, particularly in the Threshold Rent program, through the economical use of resources and prior year savings, the Board is retaining the registration fee of \$132 per unit, or \$11 per month.

All departments in the Agency have now been converted to the new word processing equipment, the Legal department has moved from the third to the second floor at City Hall, and the main office at City Hall has been remodeled. In addition, the Agency was able to complete a major upgrade on its main computer, an expense that had only been contemplated in the last budget. With those significant changes completed, the Capital Outlay portion of the budget is substantially reduced.

The budget provides sufficient funds to staff the new Threshold Rent program, which has had a high level of participation. In the first five months, over 700 applications were received and over 600 were granted. Staff will be concentrated in this program in order to process the applications quickly.

The budget also anticipates implementing recent changes to the decrease procedure; most cases will be sent to a mediator in an effort to resolve the dispute informally, without the need for a hearing. This procedure has been extremely effective in resolving excess rent complaints.

The Rent Control Board and staff look forward to serving the public with prompt responses, improved communications, and expanded services.

Sincerely,

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

Mary Ann Yurkonis  
Administrator

**LABOR SUMMARY  
FY 1992/93**

<i>CLASSIFICATION</i>	<i>AUTHORIZED POSITIONS FY 91/92</i>	<i>AUTHORIZED POSITIONS FY 92/93</i>	<i>AMOUNT OF CHANGE</i>
ADMINISTRATION	9.60	9.60	0.00
HEARINGS	16.00	15.75	-0.25
INFORMATION SYSTEMS	18.00	19.00	+1.00
LEGAL	10.00	9.60	-0.40
<b>TOTAL</b>	<b>53.60</b>	<b>53.95</b>	<b>+0.35</b>

**PERMANENT STAFF  
FY 92/93 BUDGET**

**AGENCY TOTAL**

<i>CLASSIFICATION</i>	<i>AUTHORIZED POSITIONS FY 91/92</i>	<i>AUTHORIZED POSITIONS FY 92/93</i>	<i>AMOUNT OF CHANGE</i>
ADMINISTRATIVE ANALYST	5.60	5.60	0.00
ADMINISTRATOR	1.00	1.00	0.00
DATA ENTRY OPERATOR	1.00	1.00	0.00
DATA PROCESSING COORDINATOR	1.00	1.00	0.00
EDP PROGRAMMER ANALYST	2.00	2.00	0.00
GENERAL COUNSEL	1.00	1.00	0.00
HEARING EXAMINER	4.00	3.75	-0.25
HEARINGS DEPARTMENT MANAGER	1.00	1.00	0.00
HEARING INVESTIGATOR	1.00	1.00	0.00
HEARINGS DEPARTMENT OFFICE COORDINATOR	1.00	1.00	0.00
INFORMATION COORDINATOR	9.00	10.00	+1.00
INFORMATION SYSTEM DEPARTMENT MANAGER	1.00	1.00	0.00
LEGAL SECRETARY II	3.00	3.00	0.00
LEGAL STAFF ASSISTANT	1.00	1.00	0.00
OFFICE COORDINATOR	2.00	2.00	0.00
PROGRAMMER ANALYST III	1.00	1.00	0.00
RECEPTIONIST	1.00	1.00	0.00
SENIOR OPERATIONS ANALYST	1.00	1.00	0.00
STAFF ASSISTANT II	2.00	2.00	0.00
STAFF ASSISTANT III	7.00	7.00	0.00
STAFF ASSISTANT IV	2.00	2.00	0.00
STAFF ATTORNEY	5.00	4.60	-0.40
<b>TOTAL</b>	<b>53.60</b>	<b>53.95</b>	<b>+0.35</b>

**AGENCY BUDGET**

<i>OBJ</i>	<i>DESCRIPTION</i>	<i>FY 90/91 ACTUAL EXPENSES</i>	<i>FY 91/92 ADOPTED BUDGET</i>	<i>FY 91/92 REVISED BUDGET</i>	<i>FY 91/92 PROJECTED EXPENSES</i>	<i>FY 92/93 ADOPTED BUDGET</i>
100	PERMANENT EMPLOYEES	2,007,059	2,433,181	2,423,181	2,240,628	2,596,294
104	BOARD ALLOWANCE	17,475	15,750	15,750	14,025	15,750
149	OVERTIME	21,325	9,200	9,200	12,191	12,950
150	AS-NEEDED EMPLOYEES	76,450	0	0	8,107	0
171	MEDICARE EMP CONT	15,818	35,415	35,415	19,794	24,197
172	INS-UNEMPLOYMENT	8,417	9,770	9,769	9,044	12,549
173	INS-COMPENSATION	138,739	80,720	80,720	80,720	56,007
174	INS-EMPL HEALTH/DENT	157,003	216,000	216,000	223,883	305,910
177	RETIREMENT CONTRIB	242,021	336,218	336,218	303,572	359,189
197	OTHER FRINGE BENEFITS	632	1,000	1,000	98	1,000
		(668)	0	0	(89,286)	0
	<b>TOTAL SALARIES &amp; WAGES</b>	<b>2,684,271</b>	<b>3,137,253</b>	<b>3,127,253</b>	<b>2,822,776</b>	<b>3,383,846</b>
221	UTIL-TELEPHONE/TELEG	44,243	52,375	52,375	48,000	41,300
231	OFFICE SUPPLIES	46,082	54,562	52,862	42,904	45,287
232	POSTAGE	29,035	61,766	61,766	34,220	38,569
254	ADVERTISING	5,177	4,500	4,500	1,549	3,000
261	EQUIPMENT RENTAL	4,974	5,110	5,110	3,967	3,701
262	RENT	118,940	146,557	146,557	147,000	154,277
272	MILEAGE	5,903	8,309	8,309	7,956	7,836
282	CONF-MTGS-TRAVEL	7,195	7,000	7,000	3,776	5,000
290	MEMBERSHIPS & DUES	5,314	6,833	6,833	5,077	8,563
302	INS-COMPREHENSIVE	32,657	33,172	33,172	32,807	36,662
404	BOOKS & PERIODICALS	6,302	7,439	7,439	7,223	8,079
411	PRINTING	25,956	26,300	26,300	17,522	20,200
434	INDIRECT COSTS	370,109	239,626	239,626	239,626	267,238
439	OTHER COSTS	234,800	16,200	16,200	14,800	18,000
501	CONTRACTUAL SERVICES	21,153	48,082	49,582	48,993	61,005
506	PROF SERVICES	99,957	82,000	77,700	57,618	65,542
511	LEGAL EXPENSE	31,899	34,000	84,573	368,658	54,000
521	TRAINING	5,857	6,500	6,500	5,589	12,700
523	ADMIN RECORDS	2,862	1,500	0	0	1,500
724	SERVICE AGREEMENTS	48,815	62,276	73,501	75,536	86,914
	<b>TOTAL SUPPLIES &amp; EXPENSES</b>	<b>1,147,229</b>	<b>904,107</b>	<b>959,905</b>	<b>1,162,821</b>	<b>939,373</b>
803	COMPUTER SYSTEMS	117,054	19,869	39,869	30,882	12,220
808	OFFICE EQUIPMENT	18,573	7,048	61,912	61,006	11,300
820	BLDG. RENOVATION	553	1,000	31,919	31,098	1,000
855	RESVE-SYSTEM UPGRADE	13,321	25,000	161,555	161,555	25,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>149,500</b>	<b>52,917</b>	<b>295,255</b>	<b>284,542</b>	<b>49,520</b>
	<b>TOTAL BUDGET</b>	<b>3,981,000</b>	<b>4,094,277</b>	<b>4,382,413</b>	<b>4,270,139</b>	<b>4,372,739</b>

## **SALARIES AND WAGES**

### **100 PERMANENT EMPLOYEE SALARIES**

**ALLOCATION: \$2,596,294 (Total Agency Positions 53.95)**

Administration	9.60 positions	\$495,888
Hearings	15.75 positions	710,688
Information Systems	19.00 positions	799,646
Legal	9.60 positions	590,072
Agency Total	53.95 positions	\$2,596,294

All salaries are based on a 4.5% cost of living increase commencing July 1 except for the Administrator, General Counsel and members of the Society for Union Employment (SUE). A 5% cost-of-living increase is projected for the Administrator and General Counsel commencing December, 1992. The SUE Memorandum of Understanding provides for a cost-of-living increase on January 1, 1993. A projected 5% cost-of-living increase is included for SUE members commencing January 1.

More part-time positions are indicated than in previous years. This reflects hours the employees have actually worked, rather than a change in number of positions. The positions are part-time at the employee's request.

### **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: \$12,950**

This allocation covers \$1,200 for Administration, \$1,500 for Hearings, \$9,000 for Information Systems and \$1,250 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: \$24,197**

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

#### 172 INSURANCE/UNEMPLOYMENT

**ALLOCATION: \$12,549**

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: \$56,007**

The City of Santa Monica projects its total Workers' Compensation costs to be \$2.86 million. The Rent Control Board's allocation of \$56,007 represents a 2.0 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 3.1 percent to 2.0 percent in the last year.

#### 174 INSURANCE/EMPLOYEE HEALTH-DENTAL

**ALLOCATION: \$305,910**

Though the premiums for the individual health and dental plans selected by permanent employees may vary, a flat rate of \$5,562 per year per permanent employee is used in projecting the allocation. This amount includes funding for health and dental benefits for 55 permanent full and part-time employees for twelve months.

#### 177 RETIREMENT CONTRIBUTION

**ALLOCATION: \$359,189**

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: \$41,300**

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 9% decrease from the 1991/92 projected expenditures. The following shows the staff estimate for phone, gas, water and electricity expenses:

Phone	27,810
Gas	496
Water	2,076
Electricity	10,918

**231 OFFICE SUPPLIES**

**ALLOCATION: \$45,287**

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: \$38,569**

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

General Adjustment/Registration Fee/ Registration Fee Rebills/MAR Mailing/ Threshold Rent Mailings	13,281
General Mailings	13,108
Newsletter (1)	7,980
Hearings Department Noticing	4,000
Legal - Miscellaneous Postage	200

**254 ADVERTISING**

**ALLOCATION: \$3,000**

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

**261 EQUIPMENT RENTAL**

**ALLOCATION: \$3,701**

Lexis	3,000
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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	264
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To lease the water cooler refrigerators in the Rent Control Offices.

Postage Meter and Scale	437
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To lease mailing system for Hearings Department which cannot use City Hall mailroom.

## 262 RENT

**ALLOCATION: \$154,277**

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 \$12,452.06 (\$1.76 per sq. ft.) from July 1, 1992 through April 30, 1993 and \$13,074.49 (\$1.85 per sq. ft) from May 1, 1993 through June 30, 1993. Additionally, the allocation includes funds to pay the property tax on the building, estimated at \$2,808 and \$177 for the business license, as required by the triple net lease, and \$622.33 to increase the security deposit when the monthly rent increases.

## 272 MILEAGE

**ALLOCATION: \$7,836**

This allocation provides for car allowances for staff as well as mileage reimbursements for 3,264 miles at 25 cents per mile.

## 282 CONFERENCES, MEETINGS AND TRAVEL

**ALLOCATION: \$5,000**

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: \$8,563**

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: \$36,662**

*General Liability: \$35,439*

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 their personal 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: \$8,079**

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: \$20,200**

Charter Amendment and Regulations:	6,000
Instructions, Information, Forms:	2,000
Operating Budget:	550
General Adjustment/Registration Fee Letters:	4,000
Annual Report:	150
Newsletter (1):	5,500
Miscellaneous Printing:	2,000

## 434 ADMINISTRATIVE INDIRECT COSTS

### **ALLOCATION: \$267,238**

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 \$959 for tuition reimbursement is included in the allocation.

### **Audit Expenses: \$1,066**

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 1990/91.

Allocation Percentage - 2.48% of total audit costs to the City.

### **City Manager: \$9,930**

Services Rendered - Advice about administrative and policy matters.

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

Allocation Percentage - 1.0%

### **Data Processing Operations: \$287**

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 - .06%

### **Finance, Accounting: \$47,337**

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

Allocation Base - Number of warrants issued in 1990/91.

Allocation Percentage - 3.94%

**Finance, Payroll: \$22,359**

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

Allocation Base - Authorized full-time positions in 1990/91.

Allocation Percentage - 4.01%

**Finance, Treasurer/Management: \$13,505**

Services Rendered - The management and investment of Rent Control funds. For 1992/93, the expected rate of return on invested Rent Control funds is 4.5%.

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

Allocation Percentage - 3.7%

**Finance, Treasurer/Receipts: \$6,105**

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

Allocation Base - Cash receipts issued in 1990/91.

Allocation Percentage - 3.29%

**General Services, City Hall Maintenance: \$56,528**

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

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

Allocation Percentage - 4.98%

**General Services, Electrical Facilities Maintenance: \$8,852**

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

Allocation Base - Actual electrician labor hours from 1990/91.

Allocation Percentage - 1.21%

**General Services, Public Facilities Maintenance: \$14,310**

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

Allocation Base - Actual labor hours spent on Rent Control projects in 1990/91.

Allocation Percentage - 1.35%

**Personnel, General: \$41,241**

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 - 3.4%

**Personnel, Recruitment: \$25,487**

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 1990/91.

Allocation Percentage - 6.17%

**Purchasing: \$18,072**

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 1990/91.

Allocation Percentage - 2.99%

**Warehouse: \$3,118**

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 1990/91.

Allocation Percentage - 1.3%

**439 OTHER COSTS**

**ALLOCATION: \$18,000**

The allocation includes costs for cable television coverage of three Rent Control Board meetings per month at \$450 per meeting, \$1,800 for reusable video tapes.

## 501 CONTRACTUAL SERVICES

**ALLOCATION: \$61,005**

*Administration: \$3,900*

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

\$700 for mailhouse services for one issue of newsletter.

\$1,500 for access to the County assessor's data base through DataQuick.

*Hearings: \$53,105*

\$36,400 for a part-time contract hearing examiner

\$7,688 for custodial services.

\$4,045 for an attorney service to serve subpoenas and advance witness fees.

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

\$895 for messenger service.

\$3,800 for storage and retrieval of files.

*Legal: \$4,000*

\$2,000 for attorney service.

\$2,000 for messenger service.

## 506 PROFESSIONAL SERVICES

**ALLOCATION: \$65,542**

*Administration: \$46,860*

\$34,860 for a lobbyist to represent the Board's interests in Sacramento.

\$1,000 for pest consultant.

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

\$1,000 for translation services at Board meetings.

*Hearings: \$5,882*

\$5,882 for interpreter services at hearings.

*Legal: \$12,800*

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 four Category B and C appraisals.

**511 LEGAL EXPENSE**

**ALLOCATION: \$54,000**

The allocation covers costs of a shorthand reporter and other direct costs of litigation (\$22,000), title searches for Ellis properties (\$2,000), and a reserve for potential legal liabilities (\$30,000).

**521 TRAINING**

**ALLOCATION: \$12,700**

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: \$86,914**

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.

This item increased substantially in Information Systems for two reasons: the upgraded Hewlett Packard is more expensive to maintain, and the free warranty period for the Macintosh equipment ended and converted to a paid contract.

*Administration: \$10,218*

Xerox copier	9,718
City Hall alarm	125
Typewriter repair	200
Lotus Prompt software support	175

*Hearings: \$19,913*

IBM 60 copier	3,856
IBM 70 copier	5,380
Pacific Alarm	387
Postage Meter and Scale	511
Canon Desktop Copier	207
Sony Recording Equipment	1,675
Bell & Howell Microfiche Equipment	3,729
Air Conditioning Equipment	3,468
Misc. repairs -- typewriter, dictaphone etc.	700

*Information Systems: \$56,183*

Hewlett Packard Computer Hardware and Software	32,320
Macintosh System	23,863

*Legal: \$600*

Lexis	200
Typewriter repair	400

## CAPITAL OUTLAY

### 803 COMPUTER SYSTEMS

**ALLOCATION: \$12,220**

*Administration: \$3,000*

Equipment and software reserve 3,000

*Hearings: \$4,220*

Two word processing terminals 3,720

Miscellaneous computer software 500

*Information Systems: \$5,000*

Reserve for software and hardware 5,000

### 808 OFFICE EQUIPMENT

**ALLOCATION: \$11,300**

*Administration: \$1,000*

Miscellaneous office equipment 1,000

*Information Systems: \$300*

Miscellaneous office equipment 300

*Legal: \$10,000*

Improve secretarial workstations 10,000

### 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.

### ***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 Threshold Rents and the oversight of that program.

### ***1992/93 Goals***

1. Implement the expanded use of the mediation process to resolve decrease, excess rent and threshold rent cases without a formal hearing and written decision.
2. Monitor the continued implementation of the Threshold Rent program.
3. Write and distribute a rent control newsletter to the Santa Monica community.
4. Continue tracking changes in the housing stock including the changes which result from the Threshold Rent program.

**ADMINISTRATION**

OBJ	DESCRIPTION	FY 90/91 ACTUAL EXPENSES	FY 91/92 ADOPTED BUDGET	FY 91/92 REVISED BUDGET	FY 91/92 PROJECTED EXPENSES	FY 92/93 ADOPTED BUDGET
100	PERMANENT EMPLOYEES	391,117	441,967	441,967	427,952	495,888
104	BOARD ALLOWANCE	17,475	15,750	15,750	14,025	15,750
149	OVERTIME	1,142	1,200	1,200	2,109	1,200
150	AS-NEEDED EMPLOYEES	0	0	0	0	0
171	MEDICARE EMP CONT	1,650	6,426	6,426	3,533	4,627
172	INS-UNEMPLOYMENT	1,569	1,773	1,773	1,720	1,988
173	INS-COMPENSATION	138,739	80,720	80,720	80,720	56,007
174	INS-EMPL HEALTH/DENT	28,270	40,000	40,000	40,398	55,620
177	RETIREMENT CONTRIB	47,821	61,006	61,006	56,087	68,429
197	OTHER FRINGE BENEFITS	0	250	250	0	250
		0	0	0	(16,602)	0
	<b>TOTAL SALARIES &amp; WAGES</b>	<b>627,783</b>	<b>649,092</b>	<b>649,092</b>	<b>609,942</b>	<b>699,759</b>
221	UTIL-TELEPHONE/TELEG	30,485	38,340	38,340	34,848	27,810
231	OFFICE SUPPLIES	11,096	9,000	9,000	6,272	9,500
232	POSTAGE	22,360	57,566	57,566	30,017	34,369
254	ADVERTISING	5,177	4,500	4,500	1,549	3,000
261	EQUIPMENT RENTAL	159	310	310	249	264
262	RENT	0	0	0	0	0
272	MILEAGE	3,464	4,320	4,320	4,400	4,170
282	CONF-MTGS-TRAVEL	7,195	7,000	7,000	3,776	5,000
290	MEMBERSHIPS & DUES	590	700	700	633	700
302	INS-COMPREHENSIVE	32,157	33,172	33,172	32,807	36,662
404	BOOKS & PERIODICALS	1,067	1,433	1,433	1,015	900
411	PRINTING	25,482	26,300	26,300	17,522	20,200
434	INDIRECT COSTS	370,109	239,626	239,626	239,626	267,238
439	OTHER COSTS	234,800	16,200	16,200	14,800	18,000
501	CONTRACTUAL SERVICES	1,005	6,480	6,480	3,477	3,900
506	PROF SERVICES	56,003	52,100	62,100	44,776	46,860
511	LEGAL EXPENSE	0	0	0	0	0
521	TRAINING	2,373	2,500	2,500	1,589	2,500
523	ADMIN RECORDS	0	0	0	0	0
724	SERVICE AGREEMENTS	20,899	7,412	7,412	10,489	10,218
	<b>TOTAL SUPPLIES &amp; EXPENSES</b>	<b>824,422</b>	<b>506,959</b>	<b>516,959</b>	<b>447,843</b>	<b>491,292</b>
803	COMPUTER SYSTEMS	104,872	10,000	10,000	3,313	3,000
808	OFFICE EQUIPMENT	10,919	1,000	51,000	51,000	1,000
820	BLDG. RENOVATION	0	0	1,500	1,529	0
855	RESVE-SYSTEM UPGRADE	6,255	10,000	10,000	10,000	10,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>122,045</b>	<b>21,000</b>	<b>72,500</b>	<b>65,843</b>	<b>14,000</b>
	<b>TOTAL BUDGET</b>	<b>1,574,250</b>	<b>1,177,051</b>	<b>1,238,551</b>	<b>1,123,628</b>	<b>1,205,051</b>

ADMINISTRATION DEPARTMENT

**SALARIES AND WAGES**

100 PERMANENT EMPLOYEE SALARIES -- **\$495,888**

<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS FY 1991/92</u>	<u>PROPOSED POSITIONS FY 1992/93</u>
Administrator	1.00	1.00
Administrative Analyst	3.60	3.60
Office Coordinator	2.00	2.00
Sr. Operations Analyst	1.00	1.00
Information Coordinator	1.00	1.00
Staff Assistant III	1.00	1.00
Total positions	9.60	9.60

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 -- **\$4,627**

172 INSURANCE/UNEMPLOYMENT -- **\$1,988**

173 INSURANCE/WORKERS' COMPENSATION -- **\$56,007**

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

174 INSURANCE/EMPLOYEE HEALTH-DENTAL -- **\$55,620**

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

177 RETIREMENT CONTRIBUTION -- **\$68,429**

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

## **SUPPLIES AND EXPENSES**

**221 UTILITIES/TELEPHONE -- \$27,810**

This allocation covers the telephone expense for the entire agency.

**231 OFFICE SUPPLIES -- \$9,500**

**232 POSTAGE -- \$34,369**

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

General Adjustment/Registration Fee/ Registration Fee Rebills/MAR Mailing/ Threshold Rent Mailings	13,281
General Mailings	13,108
Newsletter (1)	7,980

**254 ADVERTISING -- \$3,000**

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

**261 EQUIPMENT RENTAL -- \$264**

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

**272 MILEAGE -- \$4,170**

Provides for car allowances for staff as well as mileage reimbursements for 600 miles at 25 cents per mile.

**282 CONFERENCES, MEETINGS AND TRAVEL -- \$5,000**

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 -- \$36,662**

*General Liability: \$35,439*

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 -- \$900**

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

**411 PRINTING - \$20,200**

Charter Amendment and Regulations:	6,000
Instructions, Information, Forms:	2,000
Operating Budget:	550
General Adjustment/Registration Fee Letters:	4,000
Annual Report:	150
Newsletter (1):	5,500
Miscellaneous Printing:	2,000

**434 ADMINISTRATIVE INDIRECT COSTS - \$267,238**

Details listed in Agency Budget section beginning page 8.

**439 OTHER COSTS**

**ALLOCATION: \$18,000**

The allocation includes costs for cable television coverage of three Rent Control Board meetings per month at \$450 per meeting, \$1,800 for reusable video tapes.

**501 CONTRACTUAL SERVICES - \$3,900**

This allocation includes \$1,700 for mailhouse services for general adjustment mailing, \$700 for mailhouse services for one edition of the newsletter, and \$1,500 for access to the County assessor's data base through DataQuick.

**506 PROFESSIONAL SERVICES -- \$46,860**

\$34,860 for a lobbyist to represent the Board's interests in Sacramento.

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

\$1,000 for pest consultant.

\$1,000 for translation services at Board meetings.

**521 TRAINING -- \$2,500**

The allocation includes \$1,500 for workshops for Administration staff and an additional \$1,000 to insure that adequate and appropriate training is provided agency-wide.

**724 SERVICE AGREEMENTS -- \$10,218**

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	9,718
City Hall alarm	125
Typewriter repair	200
Lotus Prompt software support	175

**CAPITAL OUTLAY**

803 COMPUTER SYSTEMS -- **\$3,000**

Equipment and software reserve 3,000

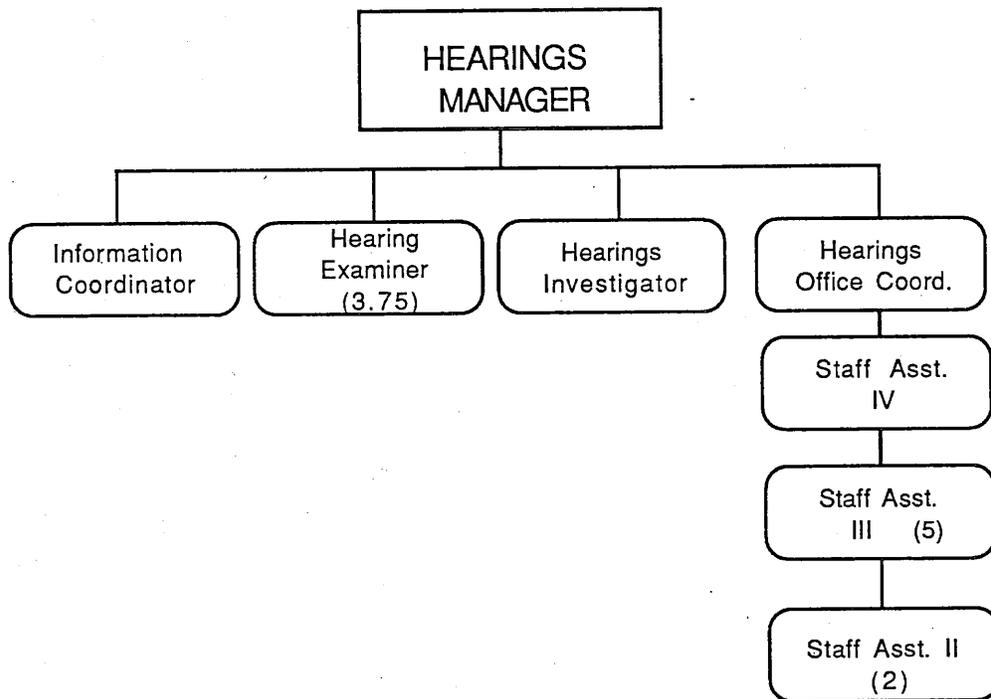
808 OFFICE EQUIPMENT -- **\$1,000**

Miscellaneous office equipment 1,000

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 on 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.

### ***1992/93 Goals***

1. Integrate the decrease settlement process with the existing decrease procedures.
2. Complete the creation of the Petition database on the Macintosh. The database will provide the department with a complete profile of each petition, enabling staff to extract important statistical data that can be used for many purposes.
3. Complete the development of 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.

**HEARINGS**

OBJ	DESCRIPTION	FY 90/91 ACTUAL EXPENSES	FY 91/92 ADOPTED BUDGET	FY 91/92 REVISED BUDGET	FY 91/92 PROJECTED EXPENSES	FY 92/93 ADOPTED BUDGET
100	PERMANENT EMPLOYEES	609,472	687,028	677,028	588,741	710,688
104	BOARD ALLOWANCE	0	0	0	0	0
149	OVERTIME	4,357	1,500	1,500	1,488	1,500
150	AS-NEEDED EMPLOYEES	27,654	0	0	0	0
171	MEDICARE EMP CONT	4,798	9,984	9,984	4,117	4,719
172	INS-UNEMPLOYMENT	2,566	2,754	2,754	2,361	3,561
173	INS-COMPENSATION	0	0	0	0	0
174	INS-EMPL HEALTH/DENT	50,478	64,000	64,000	60,989	88,992
177	RETIREMENT CONTRIB	72,446	94,783	94,783	80,763	98,040
197	OTHER FRINGE BENEFITS	382	250	250	50	250
		0	0	0	(24,064)	0
	<b>TOTAL SALARIES &amp; WAGES</b>	<b>772,153</b>	<b>860,299</b>	<b>850,299</b>	<b>714,444</b>	<b>907,749</b>
221	UTIL-TELEPHONE/TELEG	13,758	14,035	14,035	13,152	13,490
231	OFFICE SUPPLIES	12,820	16,479	14,779	11,295	15,009
232	POSTAGE	6,300	4,000	4,000	4,030	4,000
254	ADVERTISING	0	0	0	0	0
261	EQUIPMENT RENTAL	553	0	0	0	437
262	RENT	118,940	146,557	146,557	147,000	154,277
272	MILEAGE	313	744	744	287	366
282	CONF-MTGS-TRAVEL	0	0	0	0	0
290	MEMBERSHIPS & DUES	1,760	2,390	2,390	1,366	2,390
302	INS-COMPREHENSIVE	500	0	0	0	0
404	BOOKS & PERIODICALS	962	2,056	2,056	1,611	2,035
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	38,602	38,602	41,700	53,105
506	PROF SERVICES	4,527	3,500	5,200	6,040	5,882
511	LEGAL EXPENSE	0	0	0	0	0
521	TRAINING	1,478	1,500	1,500	1,500	3,500
523	ADMIN RECORDS	0	0	0	0	0
724	SERVICE AGREEMENTS	11,729	18,053	18,053	17,611	19,913
	<b>TOTAL SUPPLIES &amp; EXPENSES</b>	<b>187,649</b>	<b>247,916</b>	<b>247,916</b>	<b>245,592</b>	<b>274,404</b>
803	COMPUTER SYSTEMS	0	500	500	0	4,220
808	OFFICE EQUIPMENT	6,646	6,048	6,048	6,195	0
820	BLDG. RENOVATION	553	1,000	1,000	150	1,000
855	RESVE-SYSTEM UPGRADE	0	0	0	0	0
	<b>TOTAL CAPITAL OUTLAY</b>	<b>7,198</b>	<b>7,548</b>	<b>7,548</b>	<b>6,345</b>	<b>5,220</b>
	<b>TOTAL BUDGET</b>	<b>967,000</b>	<b>1,115,762</b>	<b>1,105,762</b>	<b>966,381</b>	<b>1,187,373</b>

HEARINGS DEPARTMENT

**SALARIES AND WAGES**

100 PERMANENT EMPLOYEE SALARIES -- \$710,688

<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS FY 1991/92</u>	<u>PROPOSED POSITIONS FY 1992/93</u>
Department Manager	1.00	1.00
Hearing Examiner	4.00	3.75
Hearings Investigator	1.00	1.00
Information Coordinator	1.00	1.00
Office Coordinator	1.00	1.00
Staff Assistant IV	1.00	1.00
Staff Assistant III	5.00	5.00
Staff Assistant II	2.00	2.00
Total positions	16.00	15.75

149 OVERTIME -- \$1,500

171 INSURANCE/MEDICARE -- \$4,719

172 INSURANCE/UNEMPLOYMENT -- \$3,561

174 INSURANCE/EMPLOYEE HEALTH-DENTAL -- \$88,992

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

177 RETIREMENT CONTRIBUTION -- \$98,040

197 OTHER FRINGE BENEFITS -- \$250

## **SUPPLIES AND EXPENSES**

### **221 UTILITIES/TELEPHONE -- \$13,490**

This allocation covers gas, water and electricity as required by the lease. The allocation represents a 1.5% increase from the 1991/92 allocation. The following is the staff estimate for gas, water and electricity expenses:

Gas	496
Water	2,076
Electricity	10,918

### **231 OFFICE SUPPLIES -- \$15,009**

### **232 POSTAGE -- \$4,000**

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

### **261 EQUIPMENT RENTAL -- \$437**

To lease mailing system for Hearings Department which cannot use City Hall mailroom.

### **262 RENT -- \$154,277**

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 \$12,452.06 (\$1.76 per sq. ft.) from July 1, 1992 through April 30, 1993 and \$13,074.49 (\$1.85 per sq. ft) from May 1, 1993 through June 30, 1993. Additionally, the allocation includes funds to pay the property tax on the building, estimated at \$2,808 and \$177 for the business license, as required by the triple net lease, and \$622.33 to increase the security deposit when the monthly rent increases.

### **272 MILEAGE -- \$366**

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 -- **\$2,035**

501 CONTRACTUAL SERVICES -- **\$53,105**

\$36,400 for a part-time contract hearing examiner.

\$7,688 for custodial services.

\$4,045 for an attorney service to serve subpoenas and advance witness fees.

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

\$895 for messenger service.

\$3,800 for storage and retrieval of files.

506 PROFESSIONAL SERVICES -- **\$5,882**

\$5,882 for interpreter services at hearings.

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

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.

724 SERVICE AGREEMENTS -- **\$19,913**

IBM 60 copier	3,856
IBM 70 copier	5,380
Pacific Alarm	387
Postage Meter and Scale	511
Canon Desktop Copier	207
Sony Recording Equipment	1,675
Bell & Howell Microfiche Equipment	3,729
Air Conditioning Equipment	3,468
Misc. repairs -- typewriter, dictaphone etc.	700

**CAPITAL OUTLAY**

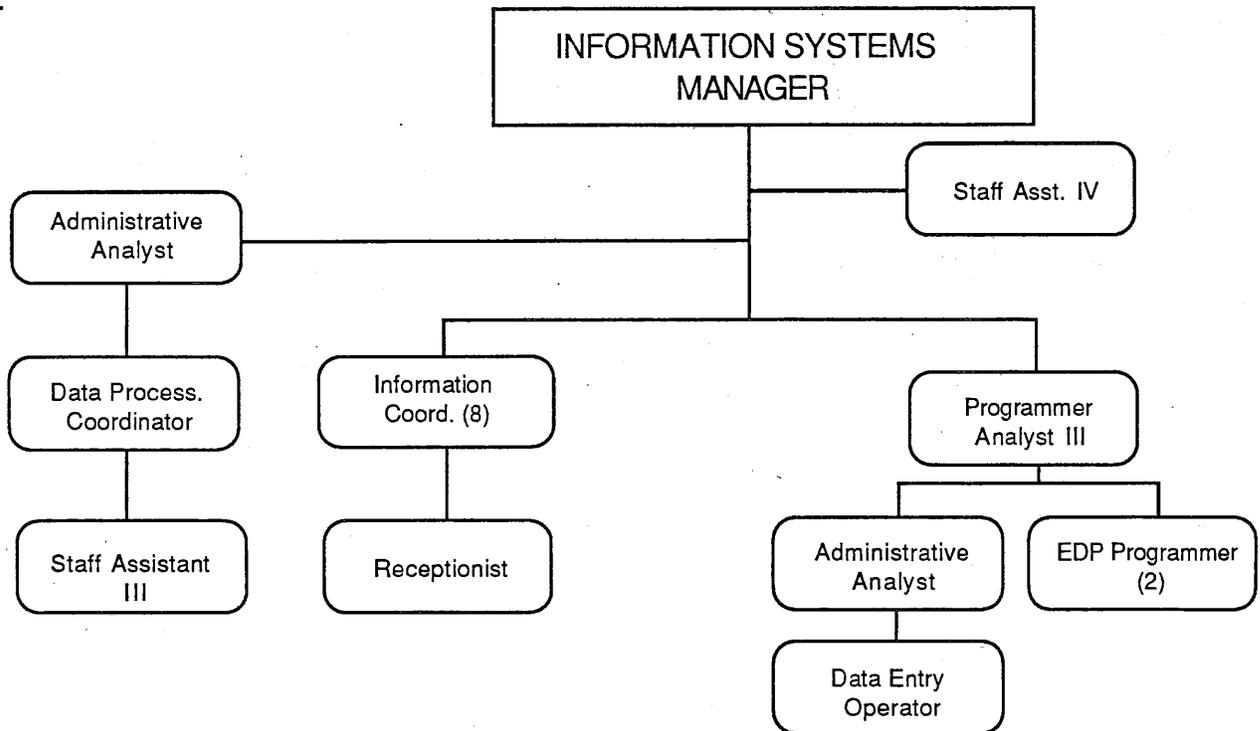
**803 COMPUTER SYSTEMS -- \$4,220**

The allocation includes \$3,720 for two word processing terminals and \$500 for miscellaneous computer software.

**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.

**1992/93 Goals**

1. Restructure and rewrite the HP databases to integrate existing data with historical property and MAR data.
2. Complete 5% of the field-by-field checking of the database for accuracy.
3. Develop streamlined procedures for receiving and processing money received.

**INFORMATION SYSTEMS**

OBJ	DESCRIPTION	FY 90/91 ACTUAL EXPENSES	FY 91/92 ADOPTED BUDGET	FY 91/92 REVISED BUDGET	FY 91/92 PROJECTED EXPENSES	FY 92/93 ADOPTED BUDGET
100	PERMANENT EMPLOYEES	535,440	724,568	724,568	693,405	799,646
104	BOARD ALLOWANCE	0	0	0	0	0
149	OVERTIME	14,849	5,000	5,000	8,522	9,000
150	AS-NEEDED EMPLOYEES	16,066	0	0	8,107	0
171	MEDICARE EMP CONT	4,954	10,579	10,579	6,548	8,584
172	INS-UNEMPLOYMENT	2,263	2,918	2,918	2,840	4,043
173	INS-COMPENSATION	0	0	0	0	0
174	INS-EMPL HEALTH/DENT	47,168	72,000	72,000	78,770	105,678
177	RETIREMENT CONTRIB	65,118	100,432	100,432	95,949	111,318
197	OTHER FRINGE BENEFITS	250	250	250	48	250
		(552)	0	0	(27,844)	0
	<b>TOTAL SALARIES &amp; WAGES</b>	<b>685,557</b>	<b>915,747</b>	<b>915,747</b>	<b>866,346</b>	<b>1,038,520</b>
221	UTIL-TELEPHONE/TELEG	0	0	0	0	0
231	OFFICE SUPPLIES	17,146	23,083	23,083	22,997	18,278
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	0	150
282	CONF-MTGS-TRAVEL	0	0	0	0	0
290	MEMBERSHIPS & DUES	225	400	400	114	1,525
302	INS-COMPREHENSIVE	0	0	0	0	0
404	BOOKS & PERIODICALS	1,224	450	450	332	369
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	0	0	0	0
506	PROF SERVICES	0	0	0	0	0
511	LEGAL EXPENSE	0	0	0	0	0
521	TRAINING	1,856	1,000	1,000	1,000	2,800
523	ADMIN RECORDS	0	0	0	0	0
724	SERVICE AGREEMENTS	16,057	36,211	47,436	47,436	56,183
	<b>TOTAL SUPPLIES &amp; EXPENSES</b>	<b>38,730</b>	<b>61,194</b>	<b>72,419</b>	<b>71,879</b>	<b>79,305</b>
803	COMPUTER SYSTEMS	10,364	7,569	27,569	27,569	5,000
808	OFFICE EQUIPMENT	0	0	0	0	300
820	BLDG. RENOVATION	0	0	0	0	0
855	RESVE-SYSTEM UPGRADE	7,066	15,000	151,555	151,555	15,000
	<b>TOTAL CAPITAL OUTLAY</b>	<b>17,430</b>	<b>22,569</b>	<b>179,124</b>	<b>179,124</b>	<b>20,300</b>
	<b>TOTAL BUDGET</b>	<b>741,717</b>	<b>999,511</b>	<b>1,167,290</b>	<b>1,117,349</b>	<b>1,138,125</b>

INFORMATION SYSTEMS DEPARTMENT

**SALARIES AND WAGES**

100 PERMANENT EMPLOYEE SALARIES -- **\$799,646**

<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS FY 1991/92</u>	<u>PROPOSED POSITIONS FY 1992/93</u>
Department Manager	1.00	1.00
Administrative Analyst	2.00	2.00
Information Coordinator	7.00	8.00
Data Processing Coord.	1.00	1.00
EDP Programmer	2.00	2.00
Programmer Analyst III	1.00	1.00
Receptionist	1.00	1.00
Data Entry Operator	1.00	1.00
Staff Assistant IV	1.00	1.00
Staff Assistant III	1.00	1.00
Total positions	18.00	19.00

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

171 INSURANCE/MEDICARE -- **\$8,584**

172 INSURANCE/UNEMPLOYMENT -- **\$4,043**

174 INSURANCE/EMPLOYEE HEALTH-DENTAL -- **\$105,678**

This amount includes funding for health and dental benefits for 19 permanent employees for twelve months.

177 RETIREMENT CONTRIBUTION -- **\$111,318**

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

<b>SUPPLIES AND EXPENSES</b>
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- 231 OFFICE SUPPLIES -- **\$18,278**
- 272 MILEAGE -- **\$150**
- 290 MEMBERSHIP AND DUES -- **\$1,525**

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

- 404 BOOKS AND PERIODICALS -- **\$369**
- 521 TRAINING -- **\$2,800**
- 724 SERVICE AGREEMENTS -- **\$56,183**

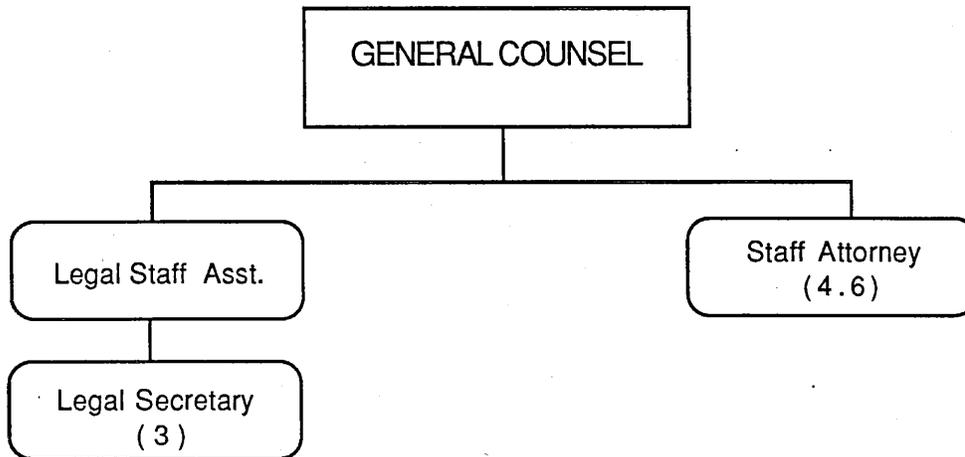
Hewlett Packard Computer Hardware and Software	32,320
Macintosh System	23,863

<b>CAPITAL OUTLAY</b>
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- 803 COMPUTER SYSTEMS -- **\$5,000**
  - Reserve for software and hardware 5,000
- 808 OFFICE EQUIPMENT -- **\$300**
  - Miscellaneous office equipment 300
- 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.

### ***1992/93 Goals***

1. Aggressive pursuit of affirmative litigation for violations of Rent Control law, for example, Ellis Act violations and small claims prosecutions for registration fees.
2. Redesign legal support staff workspace, evaluate and purchase new office equipment and ergonomically correct workstations.
3. Revise regulations. Chapters 12, 13 and 17 will require substantial changes over the next year.
4. Formalize workflow and time management procedures for staff.
5. Continue program to cross-train both the professional and support staff to integrate department with Agency objectives.

**LEGAL**

OBJ	DESCRIPTION	FY 90/91 ACTUAL EXPENSES	FY 91/92 ADOPTED BUDGET	FY 91/92 REVISED BUDGET	FY 91/92 PROJECTED EXPENSES	FY 92/93 ADOPTED BUDGET
100	PERMANENT EMPLOYEES	471,031	579,618	579,618	530,530	590,072
104	BOARD ALLOWANCE	0	0	0	0	0
149	OVERTIME	977	1,500	1,500	72	1,250
150	AS-NEEDED EMPLOYEES	32,730	0	0	0	0
171	MEDICARE EMP CONT	4,415	8,426	8,426	5,596	6,267
172	INS-UNEMPLOYMENT	2,019	2,324	2,324	2,122	2,957
173	INS-COMPENSATION	0	0	0	0	0
174	INS-EMPL HEALTH/DENT	31,086	40,000	40,000	43,726	55,620
177	RETIREMENT CONTRIB	56,636	79,997	79,997	70,773	81,401
197	OTHER FRINGE BENEFITS	0	250	250	0	250
		(116)	0	0	(20,775)	0
	<b>TOTAL SALARIES &amp; WAGES</b>	<b>598,778</b>	<b>712,115</b>	<b>712,115</b>	<b>632,045</b>	<b>737,817</b>
221	UTIL-TELEPHONE/TELEG	0	0	0	0	0
231	OFFICE SUPPLIES	5,020	6,000	6,000	2,339	2,500
232	POSTAGE	375	200	200	174	200
254	ADVERTISING	0	0	0	0	0
261	EQUIPMENT RENTAL	4,263	4,800	4,800	3,718	3,000
262	RENT	0	0	0	0	0
272	MILEAGE	2,099	3,195	3,195	3,270	3,150
282	CONF-MTGS-TRAVEL	0	0	0	0	0
290	MEMBERSHIPS & DUES	2,739	3,343	3,343	2,964	3,948
302	INS-COMPREHENSIVE	0	0	0	0	0
404	BOOKS & PERIODICALS	3,049	3,500	3,500	4,265	4,775
411	PRINTING	0	0	0	0	0
434	INDIRECT COSTS	0	0	0	0	0
439	OTHER COSTS	0	0	0	0	0
501	CONTRACTUAL SERVICES	4,416	3,000	4,500	3,817	4,000
506	PROF SERVICES	39,426	26,400	10,400	6,802	12,800
511	LEGAL EXPENSE	31,899	34,000	84,573	368,658	54,000
521	TRAINING	150	1,500	1,500	1,500	3,900
523	ADMIN RECORDS	2,862	1,500	0	0	1,500
724	SERVICE AGREEMENTS	130	600	600	0	600
	<b>TOTAL SUPPLIES &amp; EXPENSES</b>	<b>96,428</b>	<b>88,038</b>	<b>122,611</b>	<b>397,506</b>	<b>94,373</b>
803	COMPUTER SYSTEMS	1,818	1,800	1,800	0	0
808	OFFICE EQUIPMENT	1,009	0	4,864	3,811	10,000
820	BLDG. RENOVATION	0	0	29,419	29,419	0
855	RESVE-SYSTEM UPGRADE	0	0	0	0	0
	<b>TOTAL CAPITAL OUTLAY</b>	<b>2,826</b>	<b>1,800</b>	<b>36,083</b>	<b>33,230</b>	<b>10,000</b>
	<b>TOTAL BUDGET</b>	<b>698,032</b>	<b>801,953</b>	<b>870,809</b>	<b>1,062,782</b>	<b>842,190</b>

LEGAL DEPARTMENT

**SALARIES AND WAGES**

100 PERMANENT EMPLOYEE SALARIES -- \$590,072

<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS FY 1991/92</u>	<u>PROPOSED POSITIONS FY 1992/93</u>
General Counsel	1.00	1.00
Staff Attorney	5.00	4.60
Legal Staff Assistant	1.00	1.00
Legal Secretary	3.00	3.00
Total positions	10.00	9.60

149 OVERTIME -- \$1,250

171 INSURANCE/MEDICARE -- \$6,267

172 INSURANCE/UNEMPLOYMENT -- \$2,957

174 INSURANCE/EMPLOYEE HEALTH-DENTAL -- \$55,620

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

177 RETIREMENT CONTRIBUTION -- \$81,401

197 OTHER FRINGE BENEFITS -- \$250

**SUPPLIES AND EXPENSES**

231 OFFICE SUPPLIES -- \$2,500

232 POSTAGE -- \$200

This allocation covers the miscellaneous postage costs of the department.

261 EQUIPMENT RENTAL -- \$3,000

This allocation includes connect time for access to a computerized legal research system averaging \$250 per month.

**272 MILEAGE -- \$3,150**

This allocation provides for car allowances for staff as well as mileage reimbursements for approximately 600 miles at 25 cents per mile.

**290 MEMBERSHIP AND DUES -- \$3,948**

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

**404 BOOKS AND PERIODICALS -- \$4,775**

**501 CONTRACTUAL SERVICES -- \$4,000**

\$2,000 for attorney service.

\$2,000 for messenger service.

**506 PROFESSIONAL SERVICES -- \$12,800**

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 four Category B and C appraisals.

**511 LEGAL EXPENSE -- \$54,000**

The allocation covers costs of a shorthand reporter and other direct costs of litigation (\$22,000), title searches for Ellis properties (\$2,000), and a reserve for potential legal liabilities (\$30,000).

**521 TRAINING -- \$3,900**

**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**

**808 OFFICE EQUIPMENT -- \$10,000**

Improve secretarial workstations 10,000

## REVENUE PROJECTION

Revenue for Fiscal Year 1992/93 is projected to be \$3,921,470. The sources of this revenue are registration fees, interest earnings on unexpended Rent Control funds, reimbursements for administrative records and miscellaneous receipts.

In Fiscal Year 1991/92 the Board reduced the registration fee from \$12 per month to \$11 (\$132 per year). This revenue summary is based on continuing the \$11 per month fee.

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 reason for the decline in billable units is increasing owner-occupied fee waivers for units in the TORCA (Tenant Ownership Rights Charter Amendment) program.

Current trends indicate that the loss of billable units in the coming year may be expected to include an additional 70 exemptions and removals and 300 new fee waivers. Off-set against these lost billable units are an estimated 75 Incentive Housing Program surcharges. Projected registration fee refunds are based on an assumed loss of approximately 370 units over the course of the year, which translates into 2,220 non-billable unit months.

Computer analysis and projections indicate that on July 1, 1992 there will be 28,605 controlled billable units, that is, units without a fee waiver.

With a registration fee of \$11 per month, based on an estimate of 28,605 controlled rental units, the revenue would be \$3,775,860. Net registration fees, after subtracting projected refunds and adding Incentive Housing surcharges would be \$3,761,340.

The second source of revenue is interest earnings on city-invested Rent Control funds. Staff estimates this revenue to be \$152,130. The City Treasurer is estimating a rate of return on invested funds of 4.5 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.

The final source of revenue is miscellaneous charges such as those for xerox or fiche copies. Miscellaneous charges are projected to be \$4,000.

There is a difference of \$451,269 between the proposed budget and projected revenue. Savings from FY 91/92, estimated to be about \$200,000, will meet much of this shortfall and there are sufficient undesignated reserve funds to cover the balance if needed. Fiscal Year 90/91 had a planned shortfall, and through a combination of savings and additional revenue, the difference was eliminated without need to appropriate from the fund balance to cover it.

SOURCES OF REVENUE

Registration Fees - 28,605 units	\$3,775,860
Refunded Registration Fees - 2,220 unit months	-24,420
Incentive Housing Program Surcharges	9,900
Interest Earnings	152,130
Administrative Records Reimbursements	4,000
Miscellaneous Charges	<u>4,000</u>
Total Revenue	\$3,921,470

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 92/93.

General Emergency: The Agency was not able to complete the MAR mailing project in the fiscal year. The funds allocated for that program, \$14,697 may be reserved for implementation in FY 92/93.

Legal: In April 1992 the Board transferred the \$34,573 balance into the FY 91/92 budget. Any amount unexpended at the end of the fiscal year will be available to be transferred back to the reserve.

Office Equipment: \$35,010 should remain unexpended for office equipment. Some items of computer software and hardware budgeted for Information Systems for FY 91/92 may not be able to be purchased in that year. Additional funds for those may be reserved for purchases in FY 92/93.

Computer Upgrade: The reserve that had been built up over several years was expended on the upgrade of the HP computer.

BALANCE SHEET RESERVES

<u>Reserve Name</u>	<u>Existing Reserves</u>	<u>Additional Reserves</u>	<u>Expected Expend. FY 92/93</u>
General Emergency	\$50,000	\$14,697	\$14,697
Legal	0	0	0
Office Equipment	35,010	0	0
Computer Emergency	0	0	0
Computer Upgrade	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$85,010	\$14,697	\$14,697

EXPENDITURE SUMMARY FY 1990/91  
THROUGH 1992/93 ADOPTED BUDGET

**AGENCY**

<i>OBJ</i>	<i>DESCRIPTION</i>	<i>FY 90/91 ACTUAL EXPENSES</i>	<i>FY 91/92 PROJECTED EXPENSES</i>	<i>FY 92/93 ADOPTED BUDGET</i>	<i>FY 92/93 % OF FY 91/92</i>
100	PERMANENT EMPLOYEES	2,007,059	2,240,628	2,596,294	116%
104	BOARD ALLOWANCE	17,475	14,025	15,750	112%
149	OVERTIME	21,325	12,191	12,950	106%
150	AS-NEEDED EMPLOYEES	76,450	8,107	0	0%
171	MEDICRE EMP CONT	15,818	19,794	24,197	122%
172	INS-UNEMPLOYMENT	8,417	9,044	12,549	139%
173	INS-COMPENSATION	138,739	80,720	56,007	69%
174	INS-EMPL HEALTH/DENT	157,003	223,883	305,910	137%
177	RETIREMENT CONTRIB	242,021	303,572	359,189	118%
197	OTHER FRINGE BENEFITS	632	98	1,000	1020%
		(668)	(89,286)		0%
	<b>TOTAL SALARIES AND WAGES</b>	<b>2,684,271</b>	<b>2,822,776</b>	<b>3,383,846</b>	<b>120%</b>
221	UTIL-TELEPHONE/TELEG	44,243	48,000	41,300	86%
231	OFFICE SUPPLIES	46,082	42,904	45,287	106%
232	POSTAGE	29,035	34,220	38,569	113%
254	ADVERTISING	5,177	1,549	3,000	194%
261	EQUIPMENT RENTAL	4,974	3,967	3,701	93%
262	RENT	118,940	147,000	154,277	105%
272	MILEAGE	5,903	7,956	7,836	98%
282	CONF-MTGS-TRAVEL	7,195	3,776	5,000	132%
290	MEMBERSHIPS & DUES	5,314	5,077	8,563	169%
302	INS-COMPREHENSIVE	32,657	32,807	36,662	112%
404	BOOKS & PERIODICALS	6,302	7,223	8,079	112%
411	PRINTING	25,956	17,522	20,200	115%
434	INDIRECT COSTS	370,109	239,626	267,238	112%
439	OTHER COSTS	234,800	14,800	18,000	122%
501	CONTRACTUAL SERVICES	21,153	48,993	61,005	125%
506	PROF SERVICES	99,957	57,618	65,542	114%
511	LEGAL EXPENSE	31,899	368,658	54,000	15%
521	TRAINING	5,857	5,589	12,700	227%
523	ADMIN RECORDS	2,862	0	1,500	---
724	SERVICE AGREEMENTS	48,815	75,536	86,914	115%
	<b>TOTAL SUPPLIES AND EXPENSES</b>	<b>1,147,229</b>	<b>1,162,821</b>	<b>939,373</b>	<b>81%</b>
803	COMPUTER SYSTEMS	117,054	30,882	12,220	40%
808	OFFICE EQUIPMENT	18,573	61,006	11,300	19%
820	BLDG. RENOVATION	553	31,098	1,000	3%
855	RESVE-SYSTEM UPGRADE	13,321	161,555	25,000	15%
	<b>TOTAL CAPITAL OUTLAY</b>	<b>149,500</b>	<b>284,542</b>	<b>49,520</b>	<b>17%</b>
	<b>TOTAL BUDGET</b>	<b>3,981,000</b>	<b>4,270,139</b>	<b>4,372,739</b>	<b>102%</b>

EXPENDITURE SUMMARY FY 1990/91  
THROUGH 1992/93 ADOPTED BUDGET

**ADMINISTRATION**

OBJ	DESCRIPTION	FY 90/91 ACTUAL EXPENSES	FY 91/92 PROJECTED EXPENSES	FY 92/93 ADOPTED BUDGET	FY 92/93 % OF FY 91/92
100	PERMANENT EMPLOYEES	391,117	427,952	495,888	116%
104	BOARD ALLOWANCE	17,475	14,025	15,750	112%
149	OVERTIME	1,142	2,109	1,200	57%
150	AS-NEEDED EMPLOYEES	0	0	0	---
171	MEDICRE EMP CONT	1,650	3,533	4,627	131%
172	INS-UNEMPLOYMENT	1,569	1,720	1,988	116%
173	INS-COMPENSATION	138,739	80,720	56,007	69%
174	INS-EMPL HEALTH/DENT	28,270	40,398	55,620	138%
177	RETIREMENT CONTRIB	47,821	56,087	68,429	122%
197	OTHER FRINGE BENEFITS	0	0	250	---
		0	(16,602)	0	0%
	<b>TOTAL SALARIES AND WAGES</b>	<b>627,783</b>	<b>609,942</b>	<b>699,759</b>	<b>115%</b>
221	UTIL-TELEPHONE/TELEG	30,485	34,848	27,810	80%
231	OFFICE SUPPLIES	11,096	6,272	9,500	151%
232	POSTAGE	22,360	30,017	34,369	114%
254	ADVERTISING	5,177	1,549	3,000	194%
261	EQUIPMENT RENTAL	159	249	264	106%
262	RENT	0	0	0	---
272	MILEAGE	3,464	4,400	4,170	95%
282	CONF-MTGS-TRAVEL	7,195	3,776	5,000	132%
290	MEMBERSHIPS & DUES	590	633	700	111%
302	INS-COMPREHENSIVE	32,157	32,807	36,662	112%
404	BOOKS & PERIODICALS	1,067	1,015	900	89%
411	PRINTING	25,482	17,522	20,200	115%
434	INDIRECT COSTS	370,109	239,626	267,238	112%
439	OTHER COSTS	234,800	14,800	18,000	122%
501	CONTRACTUAL SERVICES	1,005	3,477	3,900	112%
506	PROF SERVICES	56,003	44,776	46,860	105%
511	LEGAL EXPENSE	0	0	0	---
521	TRAINING	2,373	1,589	2,500	157%
523	ADMIN RECORDS	0	0	0	---
724	SERVICE AGREEMENTS	20,899	10,489	10,218	97%
	<b>TOTAL SUPPLIES AND EXPENSES</b>	<b>824,422</b>	<b>447,843</b>	<b>491,292</b>	<b>110%</b>
803	COMPUTER SYSTEMS	104,872	3,313	3,000	91%
808	OFFICE EQUIPMENT	10,919	51,000	1,000	2%
820	BLDG. RENOVATION	0	1,529	0	0%
855	RESVE-SYSTEM UPGRADE	6,255	10,000	10,000	100%
	<b>TOTAL CAPITAL OUTLAY</b>	<b>122,045</b>	<b>65,843</b>	<b>14,000</b>	<b>21%</b>
	<b>TOTAL BUDGET</b>	<b>1,574,250</b>	<b>1,123,628</b>	<b>1,205,051</b>	<b>107%</b>

EXPENDITURE SUMMARY FY 1990/91  
THROUGH 1992/93 ADOPTED BUDGET

HEARINGS

OBJ	DESCRIPTION	FY 90/91 ACTUAL EXPENSES	FY 91/92 PROJECTED EXPENSES	FY 92/93 ADOPTED BUDGET	FY 92/93 % OF FY 91/92
100	PERMANENT EMPLOYEES	609,472	588,741	710,688	121%
104	BOARD ALLOWANCE	0	0	0	---
149	OVERTIME	4,357	1,488	1,500	101%
150	AS-NEEDED EMPLOYEES	27,654	0	0	---
171	MEDICRE EMP CONT	4,798	4,117	4,719	115%
172	INS-UNEMPLOYMENT	2,566	2,361	3,561	151%
173	INS-COMPENSATION	0	0	0	---
174	INS-EMPL HEALTH/DENT	50,478	60,989	88,992	146%
177	RETIREMENT CONTRIB	72,446	80,763	98,040	121%
197	OTHER FRINGE BENEFITS	382	50	250	500%
		0	(24,064)	0	0%
	<b>TOTAL SALARIES AND WAGES</b>	<b>772,153</b>	<b>714,444</b>	<b>907,749</b>	<b>127%</b>
221	UTIL-TELEPHONE/TELEG	13,758	13,152	13,490	103%
231	OFFICE SUPPLIES	12,820	11,295	15,009	133%
232	POSTAGE	6,300	4,030	4,000	99%
254	ADVERTISING	0	0	0	---
261	EQUIPMENT RENTAL	553	0	437	---
262	RENT	118,940	147,000	154,277	105%
272	MILEAGE	313	287	366	128%
282	CONF-MTGS-TRAVEL	0	0	0	---
290	MEMBERSHIPS & DUES	1,760	1,366	2,390	175%
302	INS-COMPREHENSIVE	500	0	0	---
404	BOOKS & PERIODICALS	962	1,611	2,035	126%
411	PRINTING	293	0	0	---
434	INDIRECT COSTS	0	0	0	---
439	OTHER COSTS	0	0	0	---
501	CONTRACTUAL SERVICES	13,717	41,700	53,105	127%
506	PROF SERVICES	4,527	6,040	5,882	97%
511	LEGAL EXPENSE	0	0	0	---
521	TRAINING	1,478	1,500	3,500	233%
523	ADMIN RECORDS	0	0	0	---
724	SERVICE AGREEMENTS	11,729	17,611	19,913	113%
	<b>TOTAL SUPPLIES AND EXPENSES</b>	<b>187,649</b>	<b>245,592</b>	<b>274,404</b>	<b>112%</b>
803	COMPUTER SYSTEMS	0	0	4,220	---
808	OFFICE EQUIPMENT	6,646	6,195	0	0%
820	BLDG. RENOVATION	553	150	1,000	667%
855	RESVE-SYSTEM UPGRADE	0	0	0	---
	<b>TOTAL CAPITAL OUTLAY</b>	<b>7,198</b>	<b>6,345</b>	<b>5,220</b>	<b>82%</b>
	<b>TOTAL BUDGET</b>	<b>967,000</b>	<b>966,381</b>	<b>1,187,373</b>	<b>123%</b>

EXPENDITURE SUMMARY FY 1990/91  
THROUGH 1992/93 ADOPTED BUDGET

**INFORMATION SYSTEMS**

<i>OBJ</i>	<i>DESCRIPTION</i>	<i>FY 90/91 ACTUAL EXPENSES</i>	<i>FY 91/92 PROJECTED EXPENSES</i>	<i>FY 92/93 ADOPTED BUDGET</i>	<i>FY 92/93 % OF FY 91/92</i>
100	PERMANENT EMPLOYEES	535,440	693,405	799,646	115%
104	BOARD ALLOWANCE	0	0	0	---
149	OVERTIME	14,849	8,522	9,000	106%
150	AS-NEEDED EMPLOYEES	16,066	8,107	0	0%
171	MEDICRE EMP CONT	4,954	6,548	8,584	131%
172	INS-UNEMPLOYMENT	2,263	2,840	4,043	142%
173	INS-COMPENSATION	0	0	0	---
174	INS-EMPL HEALTH/DENT	47,168	78,770	105,678	134%
177	RETIREMENT CONTRIB	65,118	95,949	111,318	116%
197	OTHER FRINGE BENEFITS	250	48	250	521%
		(552)	(27,844)	0	0%
	<b>TOTAL SALARIES AND WAGES</b>	<b>685,557</b>	<b>866,346</b>	<b>1,038,520</b>	<b>120%</b>
221	UTIL-TELEPHONE/TELEG	0	0	0	---
231	OFFICE SUPPLIES	17,146	22,997	18,278	79%
232	POSTAGE	0	0	0	---
254	ADVERTISING	0	0	0	---
261	EQUIPMENT RENTAL	0	0	0	---
262	RENT	0	0	0	---
272	MILEAGE	26	0	150	---
282	CONF-MTGS-TRAVEL	0	0	0	---
290	MEMBERSHIPS & DUES	225	114	1,525	1338%
302	INS-COMPREHENSIVE	0	0	0	---
404	BOOKS & PERIODICALS	1,224	332	369	111%
411	PRINTING	182	0	0	---
434	INDIRECT COSTS	0	0	0	---
439	OTHER COSTS	0	0	0	---
501	CONTRACTUAL SERVICES	2,015	0	0	---
506	PROF SERVICES	0	0	0	---
511	LEGAL EXPENSE	0	0	0	---
521	TRAINING	1,856	1,000	2,800	280%
523	ADMIN RECORDS	0	0	0	---
724	SERVICE AGREEMENTS	16,057	47,436	56,183	118%
	<b>TOTAL SUPPLIES AND EXPENSES</b>	<b>38,730</b>	<b>71,879</b>	<b>79,305</b>	<b>110%</b>
803	COMPUTER SYSTEMS	10,364	27,569	5,000	18%
808	OFFICE EQUIPMENT	0	0	300	---
820	BLDG. RENOVATION	0	0	0	---
855	RESVE-SYSTEM UPGRADE	7,066	151,555	15,000	10%
	<b>TOTAL CAPITAL OUTLAY</b>	<b>17,430</b>	<b>179,124</b>	<b>20,300</b>	<b>11%</b>
	<b>TOTAL BUDGET</b>	<b>741,717</b>	<b>1,117,349</b>	<b>1,138,125</b>	<b>102%</b>

EXPENDITURE SUMMARY FY 1990/91  
THROUGH 1992/93 ADOPTED BUDGET

**LEGAL**

OBJ	DESCRIPTION	FY 90/91 ACTUAL EXPENSES	FY 91/92 PROJECTED EXPENSES	FY 92/93 ADOPTED BUDGET	FY 92/93 % OF FY 91/92
100	PERMANENT EMPLOYEES	471,031	530,530	590,072	111%
104	BOARD ALLOWANCE	0	0	0	---
149	OVERTIME	977	72	1,250	1733%
150	AS-NEEDED EMPLOYEES	32,730	0	0	---
171	MEDICRE EMP CONT	4,415	5,596	6,267	112%
172	INS-UNEMPLOYMENT	2,019	2,122	2,957	139%
173	INS-COMPENSATION	0	0	0	---
174	INS-EMPL HEALTH/DENT	31,086	43,726	55,620	127%
177	RETIREMENT CONTRIB	56,636	70,773	81,401	115%
197	OTHER FRINGE BENEFITS	0	0	250	---
		(116)	(20,775)	0	0%
	<b>TOTAL SALARIES AND WAGES</b>	<b>598,778</b>	<b>632,045</b>	<b>737,817</b>	<b>117%</b>
221	UTIL-TELEPHONE/TELEG	0	0	0	---
231	OFFICE SUPPLIES	5,020	2,339	2,500	107%
232	POSTAGE	375	174	200	115%
254	ADVERTISING	0	0	0	---
261	EQUIPMENT RENTAL	4,263	3,718	3,000	81%
262	RENT	0	0	0	---
272	MILEAGE	2,099	3,270	3,150	96%
282	CONF-MTGS-TRAVEL	0	0	0	---
290	MEMBERSHIPS & DUES	2,739	2,964	3,948	133%
302	INS-COMPREHENSIVE	0	0	0	---
404	BOOKS & PERIODICALS	3,049	4,265	4,775	112%
411	PRINTING	0	0	0	---
434	INDIRECT COSTS	0	0	0	---
439	OTHER COSTS	0	0	0	---
501	CONTRACTUAL SERVICES	4,416	3,817	4,000	105%
506	PROF SERVICES	39,426	6,802	12,800	188%
511	LEGAL EXPENSE	31,899	368,658	54,000	15%
521	TRAINING	150	1,500	3,900	260%
523	ADMIN RECORDS	2,862	0	1,500	---
724	SERVICE AGREEMENTS	130	0	600	---
	<b>TOTAL SUPPLIES AND EXPENSES</b>	<b>96,428</b>	<b>397,506</b>	<b>94,373</b>	<b>24%</b>
803	COMPUTER SYSTEMS	1,818	0	0	---
808	OFFICE EQUIPMENT	1,009	3,811	10,000	262%
820	BLDG. RENOVATION	0	29,419	0	0%
855	RESVE-SYSTEM UPGRADE	0	0	0	---
	<b>TOTAL CAPITAL OUTLAY</b>	<b>2,826</b>	<b>33,230</b>	<b>10,000</b>	<b>30%</b>
	<b>TOTAL BUDGET</b>	<b>698,032</b>	<b>1,062,782</b>	<b>842,190</b>	<b>79%</b>