

**SANTA MONICA RENT
CONTROL BOARD**

**proposed operating budget
fiscal year 1994/95**

Adopted June 9, 1994

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CITY OF
SANTA MONICA
CALIFORNIA



Rent Control Board
(310) 458-8751

1685 Main Street
P.O. Box 220
Santa Monica, CA 90407-2200

June 27, 1994

Dear Santa Monica Citizens,

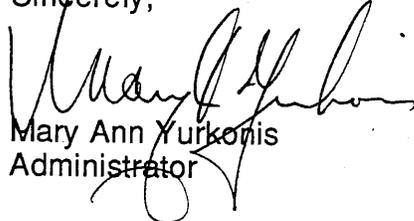
The Santa Monica Rent Control Board is pleased to be able to fund the 1994/95 budget with no increase in the annual registration fee. In spite of the increased level of work resulting from the January 17 "Northridge" earthquake, through the economical use of resources, the Board is retaining the registration fee of \$156, or \$13 per month.

The work of the Agency greatly increased as a result of the earthquake. The earthquake-related work is expected to continue for at least two more years as the Agency assists owners in rebuilding and retrofitting the damaged housing stock.

At the same time programs such as Threshold Rent Increases and Incentive Housing continue.

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

Sincerely,



Mary Ann Yurkonis
Administrator

**LABOR SUMMARY
FY 1994/95**

<i>CLASSIFICATION</i>	<i>AUTHORIZED POSITIONS FY 93/94</i>	<i>AUTHORIZED POSITIONS FY 94/95</i>	<i>AMOUNT OF CHANGE</i>
ADMINISTRATION	10.0	9.0	-1.0
HEARINGS	16.9	15.9	-1.0
PUBLIC INFORMATION	19.0	20.0	+1.0
LEGAL	9.6	9.6	0.0
TOTAL	55.5	54.5	-1.0

**PERMANENT STAFF
FY 94/95 BUDGET**

AGENCY TOTAL

<i>CLASSIFICATION</i>	<i>AUTHORIZED POSITIONS FY 92/93</i>	<i>AUTHORIZED POSITIONS FY 93/94</i>	<i>AMOUNT OF CHANGE</i>
ADMINISTRATIVE ANALYST	6.0	3.0	-3.0
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	4.9	4.9	0.0
HEARINGS DEPARTMENT MANAGER	1.0	1.0	0.0
HEARING INVESTIGATOR	1.0	1.0	0.0
HEARINGS DEPARTMENT OFFICE COORDINATOR	1.0	1.0	0.0
INFORMATION COORDINATOR	9.0	9.0	0.0
PUBLIC INFORMATION 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	1.0	1.0	0.0
RECEPTIONIST	1.0	1.0	0.0
SENIOR ADMINISTRATIVE ANALYST	0.0	3.0	+3.0
SENIOR INFORMATION COORDINATOR	1.0	1.0	0.0
SENIOR OPERATIONS ANALYST	1.0	1.0	0.0
STAFF ASSISTANT II	2.0	1.0	-1.0
STAFF ASSISTANT III	7.0	7.0	0.0
STAFF ASSISTANT IV	2.0	2.0	0.0
STAFF ATTORNEY	4.6	4.6	0.0
TOTAL	55.5	54.5	-1.0

AGENCY BUDGET

<i>OBJ</i>	<i>DESCRIPTION</i>	<i>FY 92/93 ACTUAL EXPENSES</i>	<i>FY 93/94 ADOPTED BUDGET</i>	<i>FY 93/94 REVISED BUDGET</i>	<i>FY 93/94 PROJECTED EXPENSES</i>	<i>FY 94/95 ADOPTED BUDGET</i>
100	PERMANENT EMPLOYEES	2,596,294	2,928,748	2,915,748	2,824,931	2,957,848
104	BOARD ALLOWANCE	15,750	14,250	14,250	16,650	15,000
149	OVERTIME	12,950	13,518	13,518	13,217	10,379
150	AS-NEEDED EMPLOYEES	0	0	0	14,299	0
171	MEDICARE EMP CONT	24,197	28,549	28,549	28,020	30,171
172	INS-UNEMPLOYMENT	12,549	14,711	14,711	11,227	14,841
173	INS-COMPENSATION	56,007	13,776	13,776	13,776	16,705
174	INS-EMPL HEALTH/DENT	305,910	290,225	288,475	264,519	272,034
177	RETIREMENT CONTRIB	359,189	373,727	346,027	342,448	357,637
197	OTHER FRINGE BENEFITS	1,000	1,000	1,000	250	12,744
TOTAL SALARIES & WAGES		3,383,846	3,678,504	3,636,054	3,529,337	3,687,359
221	UTIL-TELEPHONE/TELEG	41,300	48,074	56,774	60,258	34,080
231	OFFICE SUPPLIES	45,287	39,905	39,905	35,805	37,298
232	POSTAGE	38,569	29,615	28,515	26,562	28,339
254	ADVERTISING	3,000	3,000	3,000	3,000	3,000
261	EQUIPMENT RENTAL	3,701	4,249	4,249	3,562	3,915
262	RENT	154,277	139,505	152,005	159,452	92,463
271	AUTO REIMBURSEMENT	N/A	0	1,000	8,425	8,220
272	MILEAGE	7,836	8,040	8,040	368	758
282	CONF-MTGS-TRAVEL	5,000	5,000	5,000	5,525	5,000
290	MEMBERSHIPS & DUES	8,563	8,945	8,945	6,432	8,196
302	INS-COMPREHENSIVE	36,662	42,476	42,476	41,011	42,397
404	BOOKS & PERIODICALS	8,079	7,421	7,421	6,818	6,868
411	PRINTING	20,200	14,630	14,630	14,630	13,650
434	INDIRECT COSTS	267,238	260,694	260,694	260,694	278,278
439	OTHER COSTS	18,000	19,800	36,022	33,272	19,800
501	CONTRACTUAL SERVICES	61,005	143,585	133,485	115,974	91,063
506	PROF SERVICES	65,542	58,318	86,818	79,786	97,600
511	LEGAL EXPENSE	54,000	40,000	40,000	40,000	35,500
521	TRAINING	12,700	9,500	9,500	4,649	6,695
724	SERVICE AGREEMENTS	86,914	86,762	86,762	86,825	76,991
TOTAL SUPPLIES & EXPENSES		939,373	969,519	1,025,241	993,048	890,111
803	COMPUTER SYSTEMS	12,220	15,905	17,655	15,596	7,000
808	OFFICE EQUIPMENT	11,300	3,333	4,533	2,234	7,490
820	BLDG. RENOVATION	1,000	3,000	3,000	3,000	1,000
855	RESVE-SYSTEM UPGRADE	25,000	23,000	23,000	23,000	0
TOTAL CAPITAL OUTLAY		49,520	45,238	48,188	43,831	15,490
TOTAL BUDGET		4,372,739	4,693,261	4,709,483	4,566,216	4,592,960

SALARIES AND WAGES

100 PERMANENT EMPLOYEE SALARIES

ALLOCATION: \$2,957,848 (Total Agency Positions 54.5; 55 employees)

Administration	9.0 positions	\$577,841
Hearings	15.9 positions	894,515
Public Information	20.0 positions	838,288
Legal	9.6 positions	647,204
Agency Total	54.5 positions	\$2,957,848

The Employee Action Committee (EAC) memorandum of understanding expires December 31, 1994. No cost-of-living increase is imputed for EAC or management salaries. In keeping with Society for Union Employment (SUE) and Hearing Examiner Representational Organization (HERO) memoranda of understanding, a cost-of-living increase of 2.0% is imputed for SUE and HERO salaries effective January 1, 1995.

The Board also provides a deferred compensation benefit for staff. Projections for deferred compensation are included in the salary figures above.

104 BOARD ALLOWANCE

ALLOCATION: \$15,000

Rent Control Board Commissioners each receive \$75 per meeting they attend. This allocation provides funds for three meetings per month plus two additional meetings.

149 OVERTIME

ALLOCATION: \$10,379

This allocation covers \$1,200 for Administration, \$1,921 for Hearings, and \$7,258 for Public Information 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: \$30,171

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: \$14,841

Unemployment insurance contribution is computed at a rate of .5% of gross salaries, on both permanent salaries and overtime.

173 INSURANCE/WORKERS' COMPENSATION

ALLOCATION: \$16,705

The City of Santa Monica projects its total Workers' Compensation costs to be \$3.49 million. The Rent Control Board's allocation of \$16,705 represents a .5% 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. The City has restructured the allocation of departmental shares, substantially reducing the amount required from Rent Control. This share decreased significantly every year since 1988/89 when its 7.8% share was at its highest. It fell to its lowest level of .4% last year and increased slightly to .5% this year.

174 INSURANCE/EMPLOYEE HEALTH-DENTAL

ALLOCATION: \$272,034

Premiums for the individual health and dental plans selected by employees vary. In prior years the projection was made using a flat rate per full-time employee. Because the flat rate used by the City substantially exceeds the amount the agency reimburses the City for actual plans, this year the projection is based on the plans the individual employees and their dependents are enrolled in. This amount includes funding for health and dental benefits for 53 permanent full and part-time employees for twelve months.

177 RETIREMENT CONTRIBUTION

ALLOCATION: \$357,637

The retirement contribution for the Rent Control staff is calculated by applying a factor of 12.639 percent to the total salaries of permanent staff. In accordance with terms of the Memoranda of Understanding (MOU) with the agency's bargaining units, this amount includes the 7% employee contribution.

197 OTHER FRINGE BENEFITS

ALLOCATION: \$12,744

This line item includes staff benefits not previously itemized in the budget, including life insurance, the Employee Assistance Program, and the Wellness Program.

SUPPLIES AND EXPENSES

221 UTILITIES/TELEPHONE

ALLOCATION: \$34,080

This allocation covers telephone expenses for the agency including computer communication between agency offices.

231 OFFICE SUPPLIES

ALLOCATION: \$37,298

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: \$28,339

This allocation covers postage for annual mass mailings and other regular mailings:

General Adjustment/Registration Fee Mailings	7,874
MAR Mailing	825
Threshold Rent Mailings	1,040
General Mailings	12,480
Q Petition Noticing	1,720
Hearings Department Noticing	4,200
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: \$3,915**

Lexis 3,040

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

To lease the water coolers and refrigerator in the Rent Control Offices.

Postage Meter and Scale 611

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

262 RENT**ALLOCATION: \$92,463**

There is insufficient space in City Hall to house the Agency's Hearings Department which recently moved to new offices at 2121 Cloverfield. This allocation includes funds to rent 5,974 square feet of office space. The lease provides for monthly payments of \$6,870.01 (\$1.15 per sq. ft.) for ten months and \$7,170 (\$1.20 per sq. ft.) for two months. The allocation also includes an estimate of \$500 for an operating expense increase as provided in the lease as well as the cost of 17 parking spaces.

271 AUTO REIMBURSEMENT**ALLOCATION: \$8,220**

This line item was created by the Finance Department in 1993/94 and includes the portion of the "Mileage" line item which represents monthly car allowances for staff.

272 MILEAGE**ALLOCATION: \$758**

This allocation provides reimbursements for 2,707 miles at 28 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. 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: \$8,196

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: \$42,397

General Liability: \$40,375

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 2121 Cloverfield: \$900

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.

Non-owned Automobile: \$864

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: \$6,868

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: \$13,650

Charter Amendment and Regulations	3,500
Instructions, Information, Forms	2,000
Operating Budget and Annual Report	700
General Adjustment/Registration Fee Letters	5,350
Miscellaneous Printing	2,100

434 ADMINISTRATIVE INDIRECT COSTS

ALLOCATION: \$278,278

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 \$674 for tuition reimbursement is included in the allocation.

Audit Expenses: \$2,119

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 1992/93.

Allocation Percentage - 2.69% of total audit costs to the City.

City Manager: \$8,856

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: \$821

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

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

Allocation Percentage - .1%

Data Processing Programming: \$6,156

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

Allocation Base - Detailed time records of Information Systems staff time spent on Rent Control matters.

Allocation Percentage - .46%

Finance, Accounting: \$51,327

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

Allocation Base - Number of warrants issued in 1992/93.

Allocation Percentage - 3.94%

Finance, Payroll: \$15,152

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

Allocation Base - Authorized full-time positions in 1992/93.

Allocation Percentage - 3.66%

Finance, Treasurer/Management: \$16,485

Services Rendered - The management and investment of Rent Control funds. For 1994/95, the expected rate of return on invested Rent Control funds is 4.0%.

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

Allocation Percentage - 3.7%

Finance, Treasurer/Receipts: \$6,906

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

Allocation Base - Cash receipts issued in 1992/93.

Allocation Percentage - 2.91%

General Services, City Hall Maintenance: \$61,948

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 - 5.54%

General Services, Electrical Facilities: \$10,887

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

Allocation Base - Actual labor hours spent on Rent Control projects in 1992/93 less direct charges.

Allocation Percentage - 1.39%

General Services, Public Facilities Maintenance: \$23,062

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

Allocation Base - Actual labor hours spent on Rent Control projects in 1992/93 less direct charges.

Allocation Percentage - 2.13%

Personnel, General: \$35,708

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 - 3.07%

Personnel, Recruitment: \$22,533

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

Allocation Base - Weighted number of employees recruited in 1992/93.

Allocation Percentage - 5.17%

Purchasing: \$14,756

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

Allocation Base - Number of formal bids placed by the Rent Control agency in 1992/93.

Allocation Percentage - 2.76%

Warehouse: \$2,236

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 - Dollar value of warehouse issuances to the Rent Control agency in 1992/93.

Allocation Percentage - 1.32%

439 OTHER COSTS

ALLOCATION: \$19,800

The allocation includes costs for cable television coverage of three televised Rent Control Board meetings per month at \$550 per meeting.

501 CONTRACTUAL SERVICES

ALLOCATION: \$91,063

Administration: \$3,500

\$1,500 for mailhouse services for mass mailings.

\$2,000 for access to the County assessor's data base through DataQuick.

Hearings: \$83,563

\$64,800 for two part-time contract hearing examiners.

\$3,600 for an attorney service to serve subpoenas and advance witness fees.

\$492 to monitor and service the burglar alarm system.

\$689 for messenger service.

\$5,536 for storage and retrieval of files.

\$8,446 for microfiching services.

Legal: \$4,000

\$500 for attorney service.

\$3,500 for messenger service.

506 PROFESSIONAL SERVICES

ALLOCATION: \$97,600

Administration: \$34,600

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

\$500 for the cost of reimbursing the City for a police officer to serve as sergeant-at-arms at hearings when necessary.

\$500 for translation services at Board meetings.

Hearings: \$3,500

\$3,500 for interpreter services at hearings.

Legal: \$59,500

The Board has contracted with a real estate appraiser in connection with removal permits. The earthquake may result in a higher number of applications for Category C and Category D removals, especially those provided by the Board's new regulations creating categories CQ and DQ. The budget projects 15 Category C or CQ removal appraisals at an average of \$2,500, and \$5,000 for supplemental appraisal reports. The budget also projects 25 removal reports by the contractor at an average of \$680 each. Of this amount, \$27,500 of the appraisal report funds and \$15,300 of the contractor report funds are expected to be earthquake-related expenses.

511 LEGAL EXPENSE

ALLOCATION: \$35,500

The allocation covers costs of a shorthand reporter and other direct costs of litigation (\$10,000), title searches for Ellis properties (\$500), and a reserve for potential legal liabilities (\$25,000).

521 TRAINING

ALLOCATION: \$6,695

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 requires 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

ALLOCATION: \$76,991

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

Administration: \$69,750

Hewlett Packard Computer Hardware and Software	32,540
Macintosh System	27,129
Xerox copier	9,581
City Hall alarm	125
Typewriter repair	200
Lotus Prompt software support	175

Hearings: \$6,741

Xerox copier	2,923
Postage Meter and Scale	511
Sony Recording Equipment	1,850
Bell & Howell Microfiche Equipment	757
Misc. repairs -- typewriter, dictaphone etc.	700

Public Information: \$200

Typewriter repair	200
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Legal: \$300

Lexis	200
Typewriter repair	100

CAPITAL OUTLAY

803 COMPUTER SYSTEMS

ALLOCATION: \$7,000

Administration: \$6,400

Replace sections of cabling for two networks	500
Hard drives (one server, one regular)	900
Equipment and software reserve	5,000

Hearings: \$600

Hard drive for file server	600
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808 OFFICE EQUIPMENT

ALLOCATION: \$7,490

Administration: \$3,000

Miscellaneous office equipment	3,000
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Hearings: \$4,490

Xerox 5350 copier - 1st year of 5 year lease	2,867
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Xerox 5322 copier - 1st year of 5 year lease	1,623
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820 BUILDING RENOVATION

ALLOCATION: \$1,000

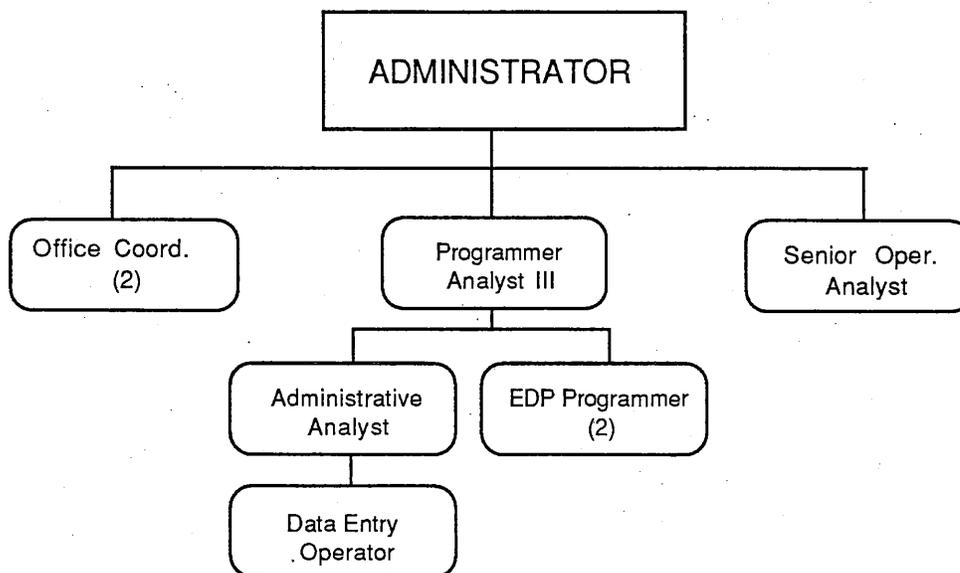
\$1000 miscellaneous for Hearings Department.

855 RESERVE FOR COMPUTER SYSTEM UPGRADES

ALLOCATION: \$0

In the past the board has approved an allocation of \$15,000 per year for computer system upgrades. No allocation is requested at this time.

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.

In FY 1993/94 the computer systems section was moved from Information Systems to Administration. As a result the Administration department is now responsible for maintenance of the database and word processing system, for generating computer reports, and coordinating agency activities which rely on the computer. The computer staff develops and updates programs, designs and installs new systems to meet changing Board requirements, and maintains the operational capabilities of the computer and peripheral electronic equipment.

Threshold rent, Incentive Housing, exemptions and mediations were transferred from Administration to Information Systems, renamed the Public Information department.

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 Operations Analyst who is responsible for budget preparation and monitoring, fiscal planning and evaluation of expenditures, and complex technical reports.

The computer section is made up of the Programmer Analyst III, two EDP programmer analysts, one administrative analyst and one data entry operator.

The staff also includes two Office Coordinators who perform the administrative, record-keeping and clerical responsibilities for the Board and Administrator.

1994/95 Goals

1. Develop and coordinate programs to facilitate the prompt repair and/or reconstruction of controlled units damaged in the Northridge earthquake.
2. Oversee effective implementation of new "Q petition" procedures.
3. Continue to improve the responsiveness of the computer system to the needs of the agency and public.

ADMINISTRATION

<i>OBJ</i>	<i>DESCRIPTION</i>	<i>FY 92/93 ACTUAL EXPENSES</i>	<i>FY 93/94 ADOPTED BUDGET</i>	<i>FY 93/94 REVISED BUDGET</i>	<i>FY 93/94 PROJECTED EXPENSES</i>	<i>FY 94/95 ADOPTED BUDGET</i>
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149	OVERTIME	1,200	1,200	1,200	4,047	1,200
150	AS-NEEDED EMPLOYEES	0	0	0	0	0
171	MEDICARE EMP CONT	4,627	5,094	5,094	5,111	5,946
172	INS-UNEMPLOYMENT	1,988	2,690	2,690	1,928	2,895
173	INS-COMPENSATION	56,007	13,776	13,776	13,776	16,705
174	INS-EMPL HEALTH/DENT	55,620	47,000	47,000	46,055	43,747
177	RETIREMENT CONTRIB	68,429	68,327	58,527	64,303	70,379
197	OTHER FRINGE BENEFITS	250	250	250	0	2,124
TOTAL SALARIES & WAGES		699,759	689,312	666,512	673,137	735,837
221	UTIL-TELEPHONE/TELEG	27,810	32,400	32,400	34,673	34,080
231	OFFICE SUPPLIES	9,500	7,500	7,500	5,958	10,785
232	POSTAGE	34,369	24,415	23,315	21,795	23,939
254	ADVERTISING	3,000	3,000	3,000	3,000	3,000
261	EQUIPMENT RENTAL	264	264	264	271	264
262	RENT	0	0	0	0	0
271	AUTO REIMBURSEMENT		0	0	4,020	4,020
272	MILEAGE	4,170	4,170	4,170	(76)	72
282	CONF-MTGS-TRAVEL	5,000	5,000	5,000	5,525	5,000
290	MEMBERSHIPS & DUES	700	700	700	818	2,313
302	INS-COMPREHENSIVE	36,662	42,476	42,476	41,011	42,397
404	BOOKS & PERIODICALS	900	900	900	482	677
411	PRINTING	20,200	14,630	14,630	14,630	13,650
434	INDIRECT COSTS	267,238	260,694	260,694	260,694	278,278
439	OTHER COSTS	18,000	19,800	36,022	33,272	19,800
501	CONTRACTUAL SERVICES	3,900	3,150	2,050	1,746	3,500
506	PROF SERVICES	46,860	37,600	62,600	53,266	34,600
511	LEGAL EXPENSE	0	0	0	0	0
521	TRAINING	2,500	2,000	2,000	959	1,500
724	SERVICE AGREEMENTS	10,218	10,538	10,538	9,424	69,750
TOTAL SUPPLIES & EXPENSES		491,292	469,237	508,259	491,467	547,625
803	COMPUTER SYSTEMS	3,000	5,507	5,507	1,216	6,400
808	OFFICE EQUIPMENT	1,000	3,000	3,000	500	3,000
820	BLDG. RENOVATION	0	0	0	0	0
855	RESVE-SYSTEM UPGRADE	10,000	13,000	13,000	13,000	0
TOTAL CAPITAL OUTLAY		14,000	21,507	21,507	14,716	9,400
TOTAL BUDGET		1,205,051	1,180,056	1,196,278	1,179,319	1,292,863

ADMINISTRATION DEPARTMENT

SALARIES AND WAGES

100 PERMANENT EMPLOYEE SALARIES -- **\$577,841**

<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS FY 1993/94</u>	<u>AUTHORIZED POSITIONS FY 1994/95</u>
Administrator	1.0	1.0
Sr. Operations Analyst	1.0	1.0
Programmer Analyst III	0.0	1.0
EDP Programmer Analyst	0.0	2.0
Administrative Analyst	4.0	1.0
Office Coordinator	2.0	2.0
Data Entry Operator	0.0	1.0
Information Coordinator	1.0	0.0
Staff Assistant III	1.0	0.0
Total positions	10.0	9.0

104 BOARD ALLOWANCE -- **\$15,000**

Rent Control Board Commissioners each receive \$75 per meeting they attend. This allocation provides funds for three meetings per month plus two additional meetings.

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

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

171 INSURANCE/MEDICARE -- **\$5,946**

172 INSURANCE/UNEMPLOYMENT -- **\$2,895**

173 INSURANCE/WORKERS' COMPENSATION -- **\$16,705**

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

174 INSURANCE/EMPLOYEE HEALTH-DENTAL -- **\$43,747**

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

177 RETIREMENT CONTRIBUTION -- **\$70,379**

197 OTHER FRINGE BENEFITS -- **\$2,124**

SUPPLIES AND EXPENSES

221 UTILITIES/TELEPHONE -- \$34,080

This allocation covers telephone expenses for the agency including computer communication between agency offices.

231 OFFICE SUPPLIES -- \$10,785

232 POSTAGE -- \$23,939

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

General Adjustment/Registration Fee Mailings	7,874
MAR Mailing	825
Threshold Rent Mailings	1,040
General Mailings	12,480
Q Petition Noticing	1,720

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 coolers and refrigerator in the Rent Control Offices.

271 AUTO REIMBURSEMENT -- \$4,020

This line item was created by the Finance Department in 1993/94 and includes the portion of the "Mileage" line item which represents monthly car allowances for staff.

272 MILEAGE -- \$72

This allocation provides reimbursements for 178 miles at 28 cents per mile and mileage for travel to a computer conference for two days.

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. 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 -- \$2,313

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

302 INSURANCE -- \$42,397

General Liability: \$40,375

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 2121 Cloverfield: \$900

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.

Non-owned Automobile: \$864

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 -- \$677

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

411 PRINTING - \$13,650

Charter Amendment and Regulations	3,500
Instructions, Information, Forms	2,000
Operating Budget and Annual Report	700
General Adjustment/Registration Fee Letters	5,350
Miscellaneous Printing	2,100

434 ADMINISTRATIVE INDIRECT COSTS - \$278,278

Details listed in Agency Budget section beginning page 7.

439 OTHER COSTS

ALLOCATION: \$19,800

The allocation includes costs for cable television coverage of three Rent Control Board meetings per month at \$550 per televised meeting.

501 CONTRACTUAL SERVICES - \$3,500

This allocation includes \$1,500 for mailhouse services for general adjustment mailing and \$2,000 for access to the County assessor's data base through DataQuick.

506 PROFESSIONAL SERVICES -- \$34,600

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

\$500 for the cost of reimbursing the City for a police officer to serve as sergeant-at-arms at hearings when necessary.

\$500 for translation services at Board meetings.

521 TRAINING -- \$1,500

The allocation includes \$1,500 for workshops for Administration staff.

724 SERVICE AGREEMENTS -- \$69,750

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.

Hewlett Packard Computer Hardware and Software	32,540
Macintosh System	27,129
Xerox copier	9,581
City Hall alarm	125
Typewriter repair	200
Lotus Prompt software support	175

CAPITAL OUTLAY

803 COMPUTER SYSTEMS -- \$6,400

Replace sections of cabling for two networks	500
Hard drives (one server, one regular)	900
Equipment and software reserve	5,000

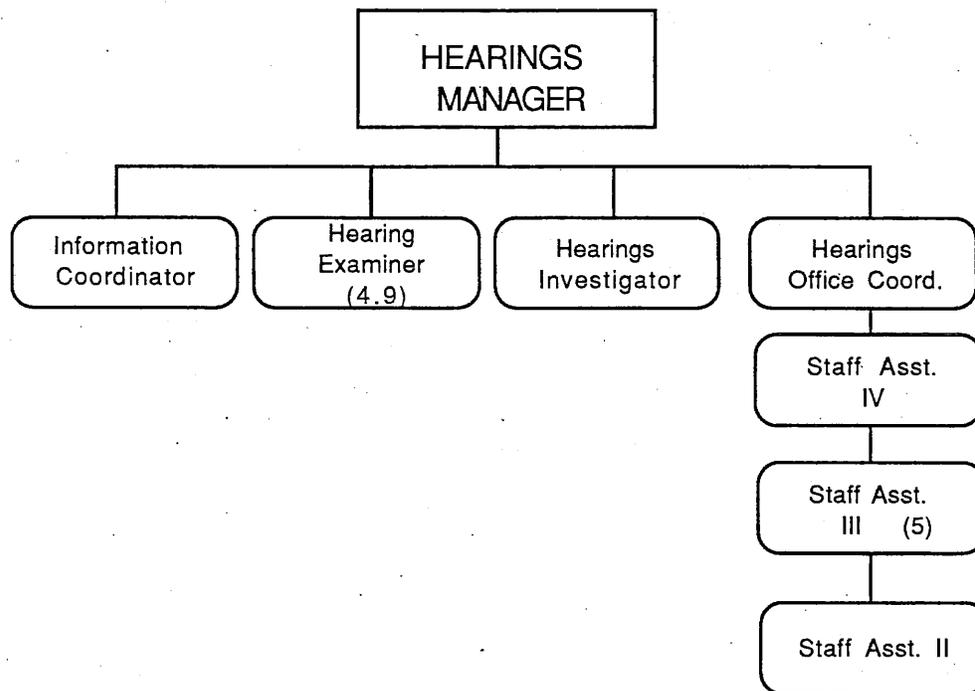
808 OFFICE EQUIPMENT -- \$3,000

Miscellaneous office equipment	3,000
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855 RESERVE FOR COMPUTER SYSTEM UPGRADES -- \$0

In the past the board has approved an allocation of \$15,000 per year for computer system upgrades. No allocation is requested at this time.

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.

1994/95 Goals

1. Streamline hearings to conform with recently enacted legislation.
2. Continue revising policies and procedures to accommodate the recent changes made to Chapter 4 of the regulations.
3. Make a smooth adaptation to the new space after the Hearings department move.

HEARINGS

<i>OBJ</i>	<i>DESCRIPTION</i>	<i>FY 92/93 ACTUAL EXPENSES</i>	<i>FY 93/94 ADOPTED BUDGET</i>	<i>FY 93/94 REVISED BUDGET</i>	<i>FY 93/94 PROJECTED EXPENSES</i>	<i>FY 94/95 ADOPTED BUDGET</i>
100	PERMANENT EMPLOYEES	710,688	883,475	883,475	878,928	894,515
104	BOARD ALLOWANCE	0	0	0	0	0
149	OVERTIME	1,500	3,818	3,818	2,832	1,921
150	AS-NEEDED EMPLOYEES	0	0	0	0	0
171	MEDICARE EMP CONT	4,719	6,969	6,969	7,175	7,178
172	INS-UNEMPLOYMENT	3,561	4,436	4,436	3,476	4,482
173	INS-COMPENSATION	0	0	0	0	0
174	INS-EMPL HEALTH/DENT	88,992	89,888	88,138	79,826	69,792
177	RETIREMENT CONTRIB	98,040	112,704	98,304	106,212	107,423
197	OTHER FRINGE BENEFITS	250	250	250	0	3,776
TOTAL SALARIES & WAGES		907,749	1,101,540	1,085,390	1,078,449	1,089,088
221	UTIL-TELEPHONE/TELEG	13,490	15,674	24,374	25,586	0
231	OFFICE SUPPLIES	15,009	12,494	12,494	11,017	10,193
232	POSTAGE	4,000	5,000	5,000	4,500	4,200
254	ADVERTISING	0	0	0	0	0
261	EQUIPMENT RENTAL	437	585	585	528	611
262	RENT	154,277	139,505	152,005	159,452	92,463
271	AUTO REIMBURSEMENT			1,000	1,180	1,200
272	MILEAGE	366	330	330	301	446
282	CONF-MTGS-TRAVEL	0	0	0	0	0
290	MEMBERSHIPS & DUES	2,390	3,258	3,258	1,992	2,192
302	INS-COMPREHENSIVE	0	0	0	0	0
404	BOOKS & PERIODICALS	2,035	2,211	2,211	2,231	2,111
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	53,105	134,935	125,935	110,405	83,563
506	PROF SERVICES	5,882	4,718	4,718	3,520	3,500
511	LEGAL EXPENSE	0	0	0	0	0
521	TRAINING	3,500	2,000	2,000	1,267	1,300
724	SERVICE AGREEMENTS	19,913	16,127	16,127	17,405	6,741
TOTAL SUPPLIES & EXPENSES		274,404	336,837	350,037	339,383	208,520
803	COMPUTER SYSTEMS	4,220	2,539	4,289	7,355	600
808	OFFICE EQUIPMENT	0	0	1,200	1,200	4,490
820	BLDG. RENOVATION	1,000	3,000	3,000	3,000	1,000
855	RESVE-SYSTEM UPGRADE	0	0	0	0	0
TOTAL CAPITAL OUTLAY		5,220	5,539	8,489	11,555	6,090
TOTAL BUDGET		1,187,373	1,443,916	1,443,916	1,429,387	1,303,697

HEARINGS DEPARTMENT

SALARIES AND WAGES

100 PERMANENT EMPLOYEE SALARIES -- **\$894,515**

<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS FY 1993/94</u>	<u>AUTHORIZED POSITIONS FY 1994/95</u>
Department Manager	1.0	1.0
Hearing Examiner	4.9	4.9
Hearings Investigator	1.0	1.0
Information Coordinator	1.0	1.0
Office Coordinator	1.0	1.0
Staff Assistant IV	1.0	1.0
Staff Assistant III	5.0	5.0
Staff Assistant II	2.0	1.0
Total positions	16.9	15.9

149 OVERTIME -- **\$1,921**

171 INSURANCE/MEDICARE -- **\$7,178**

172 INSURANCE/UNEMPLOYMENT -- **\$4,482**

174 INSURANCE/EMPLOYEE HEALTH-DENTAL -- **\$69,792**

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

177 RETIREMENT CONTRIBUTION -- **\$107,423**

197 OTHER FRINGE BENEFITS -- **\$3,776**

SUPPLIES AND EXPENSES

231 OFFICE SUPPLIES -- **\$10,193**

232 POSTAGE -- **\$4,200**

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

261 EQUIPMENT RENTAL -- **\$611**

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

262 RENT -- \$92,463

There is insufficient space in City Hall to house the Agency's Hearings Department which recently moved to new offices. This allocation includes funds to rent 5,974 square feet of office space at 2121 Cloverfield. The lease provides for monthly payments of \$6,870.01 (\$1.15 per sq. ft.) for ten months and \$7,170 (\$1.20 per sq. ft.) for two months. Additionally, the allocation includes an estimate of \$500 for an operating expense increase as provided in the lease as well as the cost of 17 parking spaces.

271 AUTO REIMBURSEMENT -- \$1,200

272 MILEAGE -- \$446

This allocation provides for reimbursements for staff, principally for the inter-office mail run, and secondarily for the Hearings Investigator at 28¢ per mile.

290 MEMBERSHIP AND DUES -- \$2,192

This allocation covers the bar dues of the Hearings Department Manager and the five permanent Hearing Examiners.

404 BOOKS AND PERIODICALS -- \$2,111

501 CONTRACTUAL SERVICES -- \$83,563

\$64,800 for two part-time contract hearing examiners.

\$3,600 for an attorney service to serve subpoenas and advance witness fees.

\$492 to monitor and service the burglar alarm system.

\$689 for messenger service.

\$5,536 for storage and retrieval of files.

\$8,446 for microfiche services.

506 PROFESSIONAL SERVICES -- \$3,500

\$3,500 for interpreter services at hearings.

521 TRAINING -- \$1,300

The Agency encourages staff to acquire training and skills that will enhance their contribution to the Agency and further their promotional opportunities. This amount includes funds for Continuing Legal Education that the State Bar requires for attorneys as well as skills enhancement courses for other employees.

724 SERVICE AGREEMENTS -- \$6,741

Xerox copier	2,923
Postage Meter and Scale	511
Sony Recording Equipment	1,850
Bell & Howell Microfiche Equipment	757
Misc. repairs -- typewriter, dictaphone etc.	700

CAPITAL OUTLAY

803 COMPUTER SYSTEMS -- \$600

Hard drive for file server	600
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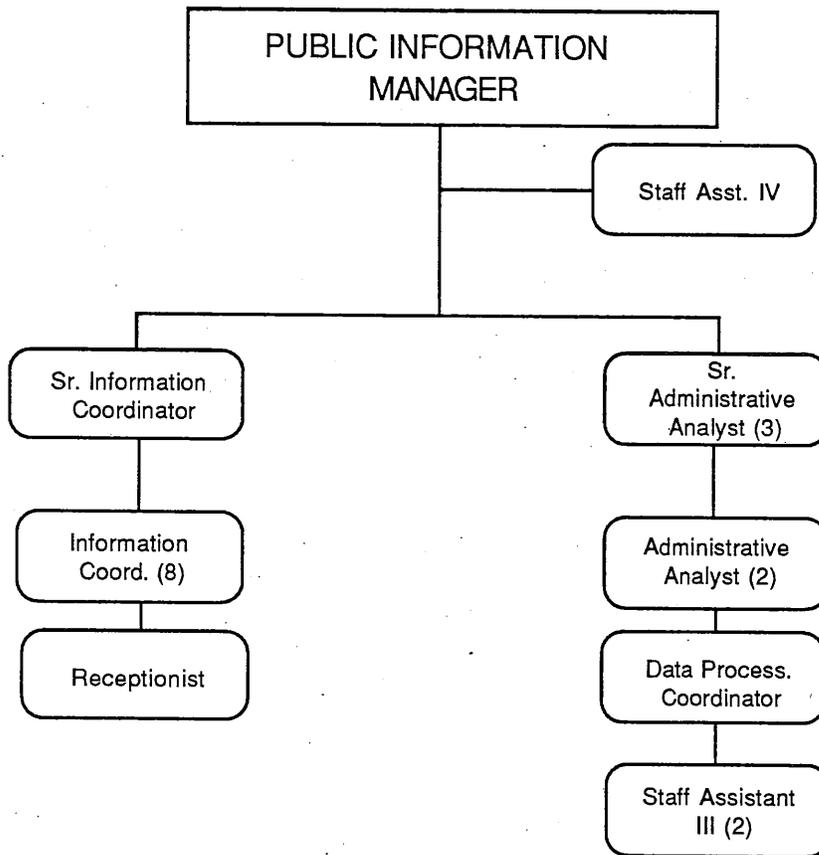
808 OFFICE EQUIPMENT -- \$4,490

Xerox 5350 copier - 1st year of 5 year lease	2,867
Xerox 5322 copier - 1st year of 5 year lease	1,623

820 BUILDING RENOVATION -- \$1,000

Miscellaneous for Hearings Department	1,000
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PUBLIC INFORMATION



Department Description

The Public Information 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. The department has also taken on the responsibility of processing petitions for earthquake-related repairs (Q petitions).

The Senior Administrative Analysts and Administrative Analysts have responsibilities in the following major areas: investigating and preparing staff reports on exemptions; coordinating settlement of excess rent and decrease petition disputes; supervising the Threshold Rent and Incentive Housing programs, and performing research and work on special projects including public information and community outreach. There is also a Staff Assistant III who performs the clerical functions for the Incentive Housing and Threshold Rent programs and exemptions.

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 process Threshold Rent petitions, 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.

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.

1994/95 Goals

1. Integrate staff and projects transferred from the Administration department.
2. Assist computer systems staff with the integration of existing data with data from earthquake recovery efforts, tenant tracking, petition tracking and historical property information.
3. Identify topics for simplified informational brochures.

PUBLIC INFORMATION

OBJ	DESCRIPTION	FY 92/93 ACTUAL EXPENSES	FY 93/94 ADOPTED BUDGET	FY 93/94 REVISED BUDGET	FY 93/94 PROJECTED EXPENSES	FY 94/95 ADOPTED BUDGET
100	PERMANENT EMPLOYEES	799,646	891,324	891,324	839,010	838,288
104	BOARD ALLOWANCE	0	0	0	0	0
149	OVERTIME	9,000	8,000	8,000	6,339	7,258
150	AS-NEEDED EMPLOYEES	0	0	0	0	0
171	MEDICARE EMP CONT	8,584	9,480	9,480	9,208	10,094
172	INS-UNEMPLOYMENT	4,043	4,497	4,497	3,127	4,228
173	INS-COMPENSATION	0	0	0	0	0
174	INS-EMPL HEALTH/DENT	105,678	100,463	100,463	87,240	102,538
177	RETIREMENT CONTRIB	111,318	114,232	114,232	101,624	103,229
197	OTHER FRINGE BENEFITS	250	250	250	0	4,484
TOTAL SALARIES & WAGES		1,038,520	1,128,245	1,128,245	1,046,547	1,070,119
221	UTIL-TELEPHONE/TELEG	0	0	0	0	0
231	OFFICE SUPPLIES	18,278	16,911	16,911	15,274	14,020
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
271	AUTO REIMBURSEMENT			0	0	
272	MILEAGE	150	150	150	119	100
282	CONF-MTGS-TRAVEL	0	0	0	0	0
290	MEMBERSHIPS & DUES	1,525	1,609	1,609	495	280
302	INS-COMPREHENSIVE	0	0	0	0	0
404	BOOKS & PERIODICALS	369	310	310	49	80
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	0	0	0	0	0
506	PROF SERVICES	0	0	0	0	0
511	LEGAL EXPENSE	0	0	0	0	0
521	TRAINING	2,800	2,500	2,500	633	1,395
724	SERVICE AGREEMENTS	56,183	59,797	59,797	59,797	200
TOTAL SUPPLIES & EXPENSES		79,305	81,277	81,277	76,367	16,075
803	COMPUTER SYSTEMS	5,000	5,790	5,790	5,965	0
808	OFFICE EQUIPMENT	300	333	333	333	0
820	BLDG. RENOVATION	0	0	0	0	0
855	RESVE-SYSTEM UPGRADE	15,000	10,000	10,000	10,000	0
TOTAL CAPITAL OUTLAY		20,300	16,123	16,123	16,298	0
TOTAL BUDGET		1,138,125	1,225,645	1,225,645	1,139,212	1,086,194

PUBLIC INFORMATION DEPARTMENT

SALARIES AND WAGES

100 PERMANENT EMPLOYEE SALARIES -- **\$838,288**

<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS FY 1993/94</u>	<u>PROPOSED POSITIONS FY 1994/95</u>
Department Manager	1.0	1.0
Sr. Administrative Analyst	0.0	3.0
Administrative Analyst	2.0	2.0
Information Coordinator	7.0	8.0
Sr. Information Coordinator	1.0	1.0
Data Processing Coord.	1.0	1.0
Receptionist	1.0	1.0
Staff Assistant IV	1.0	1.0
Staff Assistant III	1.0	2.0
Programmer Analyst III	1.0	0.0
EDP Programmer Analyst	2.0	0.0
Data Entry Operator	1.0	0.0
Total positions	19.0	20.0

149 OVERTIME -- **\$7,258**

171 INSURANCE/MEDICARE -- **\$10,094**

172 INSURANCE/UNEMPLOYMENT -- **\$4,228**

174 INSURANCE/EMPLOYEE HEALTH-DENTAL -- **\$102,538**

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

177 RETIREMENT CONTRIBUTION -- **\$103,229**

197 OTHER FRINGE BENEFITS -- **\$4,484**

SUPPLIES AND EXPENSES

231 OFFICE SUPPLIES -- \$14,020

272 MILEAGE -- \$100

290 MEMBERSHIP AND DUES -- \$280

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

404 BOOKS AND PERIODICALS -- \$80

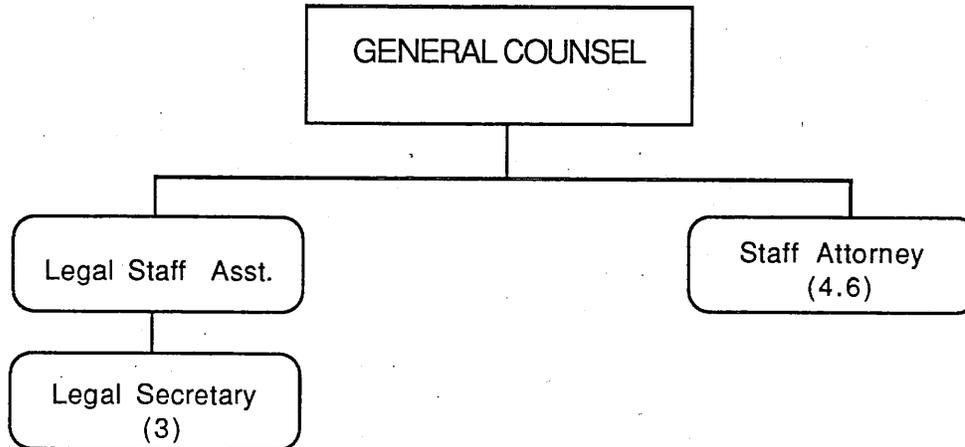
521 TRAINING -- \$1,395

724 SERVICE AGREEMENTS -- \$200

Typewriter repair

200

LEGAL DEPARTMENT



Department Description

The Legal Department prepares staff reports on appeal of hearing examiner decisions and removal applications, reviews reports on exemption applications and Incentive Housing which are prepared by administrative staff, and 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 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.

1994/95 Goals

1. Create and maintain accurate departmental logs
2. Develop compliance system for category D removals including streamlining the permit agreement process and developing a tracking system for the finalization period.

LEGAL

<i>OBJ</i>	<i>DESCRIPTION</i>	<i>FY 92/93 ACTUAL EXPENSES</i>	<i>FY 93/94 ADOPTED BUDGET</i>	<i>FY 93/94 REVISED BUDGET</i>	<i>FY 93/94 PROJECTED EXPENSES</i>	<i>FY 94/95 ADOPTED BUDGET</i>
100	PERMANENT EMPLOYEES	590,072	617,224	617,224	585,725	647,204
104	BOARD ALLOWANCE	0	0	0	0	0
149	OVERTIME	1,250	500	500	0	0
150	AS-NEEDED EMPLOYEES	0	0	0	14,299	0
171	MEDICARE EMP CONT	6,267	7,006	7,006	6,526	6,952
172	INS-UNEMPLOYMENT	2,957	3,089	3,089	2,696	3,236
173	INS-COMPENSATION	0	0	0	0	0
174	INS-EMPL HEALTH/DENT	55,620	52,875	52,875	51,398	55,958
177	RETIREMENT CONTRIB	81,401	78,463	74,963	70,309	76,605
197	OTHER FRINGE BENEFITS	250	250	250	250	2,360
TOTAL SALARIES & WAGES		737,817	759,407	755,907	731,204	792,316
221	UTIL-TELEPHONE/TELEG	0	0	0	0	0
231	OFFICE SUPPLIES	2,500	3,000	3,000	3,556	2,300
232	POSTAGE	200	200	200	267	200
254	ADVERTISING	0	0	0	0	0
261	EQUIPMENT RENTAL	3,000	3,400	3,400	2,763	3,040
262	RENT	0	0	0	0	0
271	AUTO REIMBURSEMENT	0	0	0	3,225	3,000
272	MILEAGE	3,150	3,390	3,390	24	140
282	CONF-MTGS-TRAVEL	0	0	0	0	0
290	MEMBERSHIPS & DUES	3,948	3,378	3,378	3,127	3,411
302	INS-COMPREHENSIVE	0	0	0	0	0
404	BOOKS & PERIODICALS	4,775	4,000	4,000	4,057	4,000
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	4,000	5,500	5,500	3,823	4,000
506	PROF SERVICES	12,800	16,000	19,500	23,000	59,500
511	LEGAL EXPENSE	54,000	40,000	40,000	40,000	35,500
521	TRAINING	3,900	3,000	3,000	1,790	2,500
724	SERVICE AGREEMENTS	600	300	300	200	300
TOTAL SUPPLIES & EXPENSES		94,373	82,168	85,668	85,830	117,891
803	COMPUTER SYSTEMS	0	2,069	2,069	1,061	0
808	OFFICE EQUIPMENT	10,000	0	0	201	0
820	BLDG. RENOVATION	0	0	0	0	0
855	RESVE-SYSTEM UPGRADE	0	0	0	0	0
TOTAL CAPITAL OUTLAY		10,000	2,069	2,069	1,262	0
TOTAL BUDGET		842,190	843,644	843,644	818,297	910,207

LEGAL DEPARTMENT

SALARIES AND WAGES

100 PERMANENT EMPLOYEE SALARIES -- **\$647,204**

<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS FY 1993/94</u>	<u>AUTHORIZED POSITIONS FY 1994/95</u>
General Counsel	1.0	1.0
Staff Attorney	4.6	4.6
Legal Staff Assistant	1.0	1.0
Legal Secretary	3.0	3.0
Total positions	9.6	9.6

171 INSURANCE/MEDICARE -- **\$6,952**

172 INSURANCE/UNEMPLOYMENT -- **\$3,236**

174 INSURANCE/EMPLOYEE HEALTH-DENTAL -- **\$55,958**

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

177 RETIREMENT CONTRIBUTION -- **\$76,605**

197 OTHER FRINGE BENEFITS -- **\$2,360**

SUPPLIES AND EXPENSES

231 OFFICE SUPPLIES -- **\$2,300**

232 POSTAGE -- **\$200**

This allocation covers the miscellaneous postage costs of the department.

261 EQUIPMENT RENTAL -- **\$3,040**

This allocation includes connect time for access to a computerized legal research system averaging \$280 per month.

271 AUTO REIMBURSEMENT -- **\$3,000**

272 MILEAGE -- \$140

This allocation provides mileage reimbursements for approximately 500 miles at 28 cents per mile.

290 MEMBERSHIP AND DUES -- \$3,411

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

404 BOOKS AND PERIODICALS -- \$4,000

501 CONTRACTUAL SERVICES -- \$4,000

\$500 for attorney service.

\$3,500 for messenger service.

506 PROFESSIONAL SERVICES -- \$59,500

The Board has contracted with a real estate appraiser in connection with removal permits. The earthquake may result in a higher number of applications for Category C and Category D removals, especially those provided by the Board's new regulations creating categories CQ and DQ. The budget projects 15 Category C or CQ removal appraisals at an average of \$2,500, and \$5,000 for supplemental appraisal reports. The budget also projects 25 removal reports by the contractor at an average of \$680 each. Of this amount, \$27,500 of the appraisal report funds and \$15,300 of the contractor report funds are expected to be earthquake-related expenses.

511 LEGAL EXPENSE -- \$35,500

The allocation covers costs of a shorthand reporter and other direct costs of litigation (\$10,000), title searches for Ellis properties (\$500), and a reserve for potential legal liabilities (\$25,000).

521 TRAINING -- \$2,500

724 SERVICE AGREEMENTS -- \$300

Lexis	200
Typewriter repair	100

REVENUE PROJECTION

Revenue for fiscal year 1994/95 is projected to be \$4,297,410. This projection is based on a registration fee of \$13 per month or \$156 per year. The sources of this revenue are registration fees, interest earnings on unexpended Rent Control funds, reimbursements for administrative records and miscellaneous receipts.

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. Normally 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.

However, as a result of the January 17 earthquake, large numbers of units will not be habitable on July 1, 1994, and therefore will not be billed for registration fees until they are again habitable. For purposes of revenue projection, registration fees for 1,500 units have been assumed uncollectable for the entire fiscal year. This may be a high number, and some of the units may be rented again during the year.

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 93 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, 1994 there will be 28,172 controlled billable units, that is, units without an exemption or fee waiver.

With a registration fee of \$13 per month, based on an estimate of 28,172 controlled rental units, the revenue would be \$4,394,832. Net registration fees, after subtracting projected refunds and adding Incentive Housing surcharges would be \$4,380,480. This would be reduced to \$4,146,480 if 1,500 units are uninhabitable for the entire year.

The second source of revenue is interest earnings on city-invested Rent Control funds. Staff estimates this revenue to be \$142,930. The City Treasurer is estimating a rate of return on invested funds of four 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 net 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 \$295,550 between the proposed budget and projected revenue. Agency reserves at the end of fiscal year 1993/94 are projected to be approximately \$900,000 and make it possible to cover the difference between budgeted expenditures and revenue while retaining approximately \$600,000 in reserves.

SOURCES OF REVENUE

Registration Fees - 28,172 units	\$4,394,832
Refunded Registration Fees - 2,220 unit months	-28,860
Incentive Housing Program Surcharges	<u>14,508</u>
Registration Fees Subtotal	4,380,480
Red and Yellow Tagged Units -- 1,500	<u>-234,000</u>
Net Registration Fees	4,146,480
Interest Earnings	142,930
Net Administrative Records Reimbursements (reimbursements less refunds)	4,000
Miscellaneous Charges	<u>4,000</u>
Total Revenue	\$4,297,410

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" and projected amounts available for transfer at year end.

Office Equipment: The Administration department has \$5,000 that is likely to be unspent in the current year.

Computer Upgrade: The reserve that had been built up over several years was expended on the upgrade of the HP computer two years ago. \$15,000 was transferred into the balance sheet reserves last year. This year's remaining unspent funds of \$6,772 should be available for transfer.

BALANCE SHEET RESERVES

<u>Reserve Name</u>	<u>Existing Reserves</u>	<u>Expected Additional Reserves</u>	<u>Total Projected Reserves</u>
General Emergency	\$64,697	\$0	\$64,697
Office Equipment	35,010	5,000	40,010
Computer Upgrade	<u>15,000</u>	<u>6,772</u>	<u>21,772</u>
Total	\$114,707	\$11,772	\$126,479

EXPENDITURE SUMMARY FY 92/93
THROUGH FY 94/95 ADOPTED BUDGET

AGENCY

OBJ	DESCRIPTION	FY 92/93 ACTUAL EXPENSES	FY 93/94 PROJECTED EXPENSES	FY 94/95 ADOPTED BUDGET	FY 94/95 % OF FY 93/94
100	PERMANENT EMPLOYEES	2,596,294	2,824,931	2,957,848	
104	BOARD ALLOWANCE	15,750	16,650	15,000	
149	OVERTIME	12,950	13,217	10,379	
150	AS-NEEDED EMPLOYEES	0	14,299	0	
171	MEDICARE EMP CONT	24,197	28,020	30,171	
172	INS-UNEMPLOYMENT	12,549	11,227	14,841	
173	INS-COMPENSATION	56,007	13,776	16,705	
174	INS-EMPL HEALTH/DENT	305,910	264,519	272,034	
177	RETIREMENT CONTRIB	359,189	342,448	357,637	
197	OTHER FRINGE BENEFITS	1,000	250	12,744	
	TOTAL SALARIES & WAGES	3,383,846	3,529,337	3,687,359	104%
221	UTIL-TELEPHONE/TELEG	41,300	60,258	34,080	
231	OFFICE SUPPLIES	45,287	35,805	37,298	
232	POSTAGE	38,569	26,562	28,339	
254	ADVERTISING	3,000	3,000	3,000	
261	EQUIPMENT RENTAL	3,701	3,562	3,915	
262	RENT	154,277	159,452	92,463	
271	AUTO REIMBURSEMENT	N/A	8,425	8,220	
272	MILEAGE	7,836	368	758	
282	CONF-MTGS-TRAVEL	5,000	5,525	5,000	
290	MEMBERSHIPS & DUES	8,563	6,432	8,196	
302	INS-COMPREHENSIVE	36,662	41,011	42,397	
404	BOOKS & PERIODICALS	8,079	6,818	6,868	
411	PRINTING	20,200	14,630	13,650	
434	INDIRECT COSTS	267,238	260,694	278,278	
439	OTHER COSTS	18,000	33,272	19,800	
501	CONTRACTUAL SERVICES	61,005	115,974	91,063	
506	PROF SERVICES	65,542	79,786	97,600	
511	LEGAL EXPENSE	54,000	40,000	35,500	
521	TRAINING	12,700	4,649	6,695	
724	SERVICE AGREEMENTS	86,914	86,825	76,991	
	TOTAL SUPPLIES & EXPENSES	939,373	993,048	890,111	90%
803	COMPUTER SYSTEMS	12,220	15,596	7,000	
808	OFFICE EQUIPMENT	11,300	2,234	7,490	
820	BLDG. RENOVATION	1,000	3,000	1,000	
855	RESVE-SYSTEM UPGRADE	25,000	23,000	0	
	TOTAL CAPITAL OUTLAY	49,520	43,831	15,490	35%
	TOTAL BUDGET	4,372,739	4,566,216	4,592,960	101%

ADMINISTRATION

OBJ	DESCRIPTION	FY 92/93 ACTUAL EXPENSES	FY 93/94 PROJECTED EXPENSES	FY 94/95 ADOPTED BUDGET	FY 94/95 % OF FY 93/94
100	PERMANENT EMPLOYEES	495,888	521,267	577,841	
104	BOARD ALLOWANCE	15,750	16,650	15,000	
149	OVERTIME	1,200	4,047	1,200	
150	AS-NEEDED EMPLOYEES	0	0	0	
171	MEDICARE EMP CONT	4,627	5,111	5,946	
172	INS-UNEMPLOYMENT	1,988	1,928	2,895	
173	INS-COMPENSATION	56,007	13,776	16,705	
174	INS-EMPL HEALTH/DENT	55,620	46,055	43,747	
177	RETIREMENT CONTRIB	68,429	64,303	70,379	
197	OTHER FRINGE BENEFITS	250	0	2,124	
TOTAL SALARIES & WAGES		699,759	673,137	735,837	109%
221	UTIL-TELEPHONE/TELEG	27,810	34,673	34,080	
231	OFFICE SUPPLIES	9,500	5,958	10,785	
232	POSTAGE	34,369	21,795	23,939	
254	ADVERTISING	3,000	3,000	3,000	
261	EQUIPMENT RENTAL	264	271	264	
262	RENT	0	0	0	
271	AUTO REIMBURSEMENT		4,020	4,020	
272	MILEAGE	4,170	(76)	72	
282	CONF-MTGS-TRAVEL	5,000	5,525	5,000	
290	MEMBERSHIPS & DUES	780	818	2,313	
302	INS-COMPREHENSIVE	36,662	41,011	42,397	
404	BOOKS & PERIODICALS	900	482	677	
411	PRINTING	20,200	14,630	13,650	
434	INDIRECT COSTS	267,238	260,694	278,278	
439	OTHER COSTS	18,000	33,272	19,800	
501	CONTRACTUAL SERVICES	3,900	1,746	3,500	
506	PROF SERVICES	46,860	53,266	34,600	
511	LEGAL EXPENSE	0	0	0	
521	TRAINING	2,500	959	1,500	
724	SERVICE AGREEMENTS	10,218	9,424	69,750	
TOTAL SUPPLIES & EXPENSES		491,292	491,467	547,625	111%
803	COMPUTER SYSTEMS	3,000	1,216	6,400	
808	OFFICE EQUIPMENT	1,000	500	3,000	
820	BLDG. RENOVATION	0	0	0	
855	RESVE-SYSTEM UPGRADE	10,000	13,000	0	
TOTAL CAPITAL OUTLAY		14,000	14,716	9,400	64%
TOTAL BUDGET		1,205,051	1,179,319	1,292,863	110%

HEARINGS

OBJ	DESCRIPTION	FY 92/93 ACTUAL EXPENSES	FY 93/94 PROJECTED EXPENSES	FY 94/95 ADOPTED BUDGET	FY 94/95 % OF FY 93/94
100	PERMANENT EMPLOYEES	710,688	878,928	894,515	
104	BOARD ALLOWANCE	0	0	0	
149	OVERTIME	1,500	2,832	1,921	
150	AS-NEEDED EMPLOYEES	0	0	0	
171	MEDICARE EMP CONT	4,719	7,175	7,178	
172	INS-UNEMPLOYMENT	3,561	3,476	4,482	
173	INS-COMPENSATION	0	0	0	
174	INS-EMPL HEALTH/DENT	88,992	79,826	69,792	
177	RETIREMENT CONTRIB	98,040	106,212	107,423	
197	OTHER FRINGE BENEFITS	250	0	3,776	
	TOTAL SALARIES & WAGES	907,749	1,078,449	1,089,088	101%
221	UTIL-TELEPHONE/TELEG	13,490	25,586	0	
231	OFFICE SUPPLIES	15,009	11,017	10,193	
232	POSTAGE	4,000	4,500	4,200	
254	ADVERTISING	0	0	0	
261	EQUIPMENT RENTAL	437	528	611	
262	RENT	154,277	159,452	92,463	
271	AUTO REIMBURSEMENT		1,180	1,200	
272	MILEAGE	366	301	446	
282	CONF-MTGS-TRAVEL	0	0	0	
290	MEMBERSHIPS & DUES	2,390	1,992	2,192	
302	INS-COMPREHENSIVE	0	0	0	
404	BOOKS & PERIODICALS	2,035	2,231	2,111	
411	PRINTING	0	0	0	
434	INDIRECT COSTS	0	0	0	
439	OTHER COSTS	0	0	0	
501	CONTRACTUAL SERVICES	53,105	110,405	83,563	
506	PROF SERVICES	5,882	3,520	3,500	
511	LEGAL EXPENSE	0	0	0	
521	TRAINING	3,500	1,267	1,300	
724	SERVICE AGREEMENTS	19,913	17,405	6,741	
	TOTAL SUPPLIES & EXPENSES	274,404	339,383	208,520	61%
803	COMPUTER SYSTEMS	4,220	7,355	600	
808	OFFICE EQUIPMENT	0	1,200	4,490	
820	BLDG. RENOVATION	1,000	3,000	1,000	
855	RESVE-SYSTEM UPGRADE	0	0	0	
	TOTAL CAPITAL OUTLAY	5,220	11,555	6,090	53%
	TOTAL BUDGET	1,187,373	1,429,387	1,303,697	91%

PUBLIC INFORMATION

OBJ	DESCRIPTION	FY 92/93 ACTUAL EXPENSES	FY 93/94 PROJECTED EXPENSES	FY 94/95 ADOPTED BUDGET	FY 94/95 % OF FY 93/94
100	PERMANENT EMPLOYEES	799,646	839,010	838,288	
104	BOARD ALLOWANCE	0	0	0	
149	OVERTIME	9,000	6,339	7,258	
150	AS-NEEDED EMPLOYEES	0	0	0	
171	MEDICARE EMP CONT	8,584	9,208	10,094	
172	INS-UNEMPLOYMENT	4,043	3,127	4,228	
173	INS-COMPENSATION	0	0	0	
174	INS-EMPL HEALTH/DENT	105,678	87,240	102,538	
177	RETIREMENT CONTRIB	111,318	101,624	103,229	
197	OTHER FRINGE BENEFITS	250	0	4,484	
	TOTAL SALARIES & WAGES	1,038,520	1,046,547	1,070,119	102%
221	UTIL-TELEPHONE/TELEG	0	0	0	
231	OFFICE SUPPLIES	18,278	15,274	14,020	
232	POSTAGE	0	0	0	
254	ADVERTISING	0	0	0	
261	EQUIPMENT RENTAL	0	0	0	
262	RENT	0	0	0	
271	AUTO REIMBURSEMENT	0	0	0	
272	MILEAGE	150	119	100	
282	CONF-MTGS-TRAVEL	0	0	0	
290	MEMBERSHIPS & DUES	1,525	495	280	
302	INS-COMPREHENSIVE	0	0	0	
404	BOOKS & PERIODICALS	369	49	80	
411	PRINTING	0	0	0	
434	INDIRECT COSTS	0	0	0	
439	OTHER COSTS	0	0	0	
501	CONTRACTUAL SERVICES	0	0	0	
506	PROF SERVICES	0	0	0	
511	LEGAL EXPENSE	0	0	0	
521	TRAINING	2,800	633	1,395	
724	SERVICE AGREEMENTS	56,183	59,797	200	
	TOTAL SUPPLIES & EXPENSES	79,305	76,367	16,075	21%
803	COMPUTER SYSTEMS	5,000	5,965	0	
808	OFFICE EQUIPMENT	300	333	0	
820	BLDG. RENOVATION	0	0	0	
855	RESVE-SYSTEM UPGRADE	15,000	10,000	0	
	TOTAL CAPITAL OUTLAY	20,300	16,298	0	0%
	TOTAL BUDGET	1,138,125	1,139,212	1,086,194	95%

LEGAL

OBJ	DESCRIPTION	FY 92/93 ACTUAL EXPENSES	FY 93/94 PROJECTED EXPENSES	FY 94/95 ADOPTED BUDGET	FY 94/95 % OF FY 93/94
100	PERMANENT EMPLOYEES	590,072	585,725	647,204	
104	BOARD ALLOWANCE	0	0	0	
149	OVERTIME	1,250	0	0	
150	AS-NEEDED EMPLOYEES	0	14,299	0	
171	MEDICARE EMP CONT	6,267	6,526	6,952	
172	INS-UNEMPLOYMENT	2,957	2,696	3,236	
173	INS-COMPENSATION	0	0	0	
174	INS-EMPL HEALTH/DENT	55,620	51,398	55,958	
177	RETIREMENT CONTRIB	81,401	70,309	76,605	
197	OTHER FRINGE BENEFITS	250	250	2,360	
	TOTAL SALARIES & WAGES	737,817	731,204	792,316	108%
221	UTIL-TELEPHONE/TELEG	0	0	0	
231	OFFICE SUPPLIES	2,500	3,556	2,300	
232	POSTAGE	200	267	200	
254	ADVERTISING	0	0	0	
261	EQUIPMENT RENTAL	3,000	2,763	3,040	
262	RENT	0	0	0	
271	AUTO REIMBURSEMENT		3,225	3,000	
272	MILEAGE	3,150	24	140	
282	CONF-MTGS-TRAVEL	0	0	0	
290	MEMBERSHIPS & DUES	3,948	3,127	3,411	
302	INS-COMPREHENSIVE	0	0	0	
404	BOOKS & PERIODICALS	4,775	4,057	4,000	
411	PRINTING	0	0	0	
434	INDIRECT COSTS	0	0	0	
439	OTHER COSTS	0	0	0	
501	CONTRACTUAL SERVICES	4,000	3,823	4,000	
506	PROF SERVICES	12,800	23,000	59,500	
511	LEGAL EXPENSE	54,000	40,000	35,500	
521	TRAINING	3,900	1,790	2,500	
724	SERVICE AGREEMENTS	600	200	300	
	TOTAL SUPPLIES & EXPENSES	94,373	85,830	117,891	137%
803	COMPUTER SYSTEMS	0	1,061	0	
808	OFFICE EQUIPMENT	10,000	201	0	
820	BLDG. RENOVATION	0	0	0	
855	RESVE-SYSTEM UPGRADE	0	0	0	
	TOTAL CAPITAL OUTLAY	10,000	1,262	0	0%
	TOTAL BUDGET	842,190	818,297	910,207	111%

