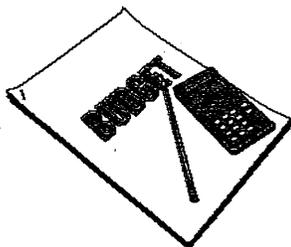


SANTA MONICA RENT CONTROL BOARD

ANNUAL OPERATING BUDGET FY 2001/2002

ADOPTED JUNE 7, 2001

TABLE OF CONTENTS



EXECUTIVE SUMMARY

Letter from Mary Ann Yurkonis.....	i
Labor Summary.....	ii

2001/2002 AGENCY BUDGET

Adopted Budget.....	1
Line Item Descriptions.....	2

DEPARTMENTAL BUDGETS

Administration	
Description and Goals.....	18
Budget.....	20
Hearings	
Description and Goals.....	21
Budget.....	24
Public Information	
Description and Goals.....	25
Budget.....	28
Legal	
Description and Goals.....	29
Budget.....	31

REVENUE PROJECTION

Revenue Analysis.....	32
Sources of Revenue.....	34
Balance Sheet Reserves.....	34



Rent Control Board
1685 Main Street
PO Box 2200
Santa Monica, California 90407-2200

June 30, 2001

Dear Santa Monica Citizens,

The Santa Monica Rent Control Board is able to fund the 2001/02 budget with an annual registration fee of \$132, or \$11 per month.

Again this year, the number of staff positions has been reduced. The 2001/02 budget funds 5.5 fewer positions than last year. By reassigning staff, the Agency has been able to reallocate the work among the existing personnel.

Reduced staff does not mean less service. This year's budget provides for two issues of the Rent Control Board's newsletter and a postcard mailing informing all tenants of their current rent. The Agency will also continue to provide more information on the Web site.

During this year the Hearings Department staff will move from their present off-site location and will join the rest of the Agency's staff at the City Hall Offices.

This year the budget includes funds to purchase a new mini-computer for the Agency as well as funds to convert the Agency's microfiche system to a digital system.

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

Sincerely,

Mary Ann Yurkonis
Administrator

LABOR SUMMARY
FY 2001/2002 ADOPTED

CLASSIFICATION	AUTHORIZED POSITIONS 1998/99	AUTHORIZED POSITIONS 1999/2000	AUTHORIZED POSITIONS 2000/01	AUTHORIZED POSITIONS FY01/FY02	AMOUNT OF CHANGE
Administration	4.00	3.90	3.90	3.00	-0.9
Hearings	12.00	9.50	9.25	8.25	- 1.0
Public Information	17.45	17.30	16.20	14.60	- 1.6
Legal	6.70	6.00	6.00	4.00	-2.0
TOTAL	40.15	36.70	35.35	29.85	-5.5

PERMANENT STAFF BY CLASSIFICATION
FY 2001/2002 PROPOSED

CLASSIFICATION	AUTHORIZED POSITIONS 1998/99	AUTHORIZED POSITIONS 1998/99	AUTHORIZED POSITIONS 2000/01	AUTHORIZED POSITIONS 2001/02	AMOUNT OF CHANGE FY01/FY02
Admin. Analyst	1.0	0.90	0.90	0.90	0.00
Administrator	1.0	1.00	1.00	1.00	0.00
Assist.Public Info. Mgr.	0.0	0.00	0.00	0.90	+0.90
Data Process. Coord.	1.0	1.00	1.00	1.00	0.00
Database Coord.	1.0	1.00	1.00	0.90	-0.10
EDP Prog./Analyst	1.8	1.80	1.80	1.80	0.00
General Counsel	1.0	1.00	1.00	1.00	0.00
Hearings Dept. Mgr.	1.0	1.00	1.00	1.00	0.00
Hearing Investigator	1.0	1.00	1.00	1.00	0.00
Hearings Office Coord.	1.0	1.00	1.00	1.00	0.00
Hearing Officer	3.75	2.75	2.25	2.25	0.00
Information Coord.	5.85	5.80	4.70	4.20	-0.50
Legal Secretary II	2.0	2.0	2.00	1.00	- 1.00
Office Coordinator	2.0	2.0	2.00	2.00	0.00
Public Inform. Mgr.	1.0	1.0	1.00	1.00	0.00
Senior Adm. Analyst	1.8	1.8	1.80	0.90	-0.90
Sr. Information Coord.	1.0	1.0	1.00	1.00	0.00
Sr. Oper. Analyst	1.0	.9	.90	0.00	-0.90
Staff Assistant III	6.25	4.75	5.00	3.00	-2.00
Staff Assistant IV	2.0	2.0	2.00	2.00	0.00
Staff Attorney	3.7	3.0	3.0	2.00	- 1.00
TOTAL	40.15	36.70	35.35	29.85	-5.50

AGENCY BUDGET

OBJ DESCRIPTION	FY 99/00 ACTUAL EXPENSES	FY 2001 ADOPTED BUDGET	FY 2000 REVISED BUDGET	FY 2001 PROJECTED EXPENSES	FY 2002 PROPOSED BUDGET
1100 PERMANENT EMPLOYEES	2,356,899	2,433,471	2,433,471	2,328,181	2,208,354
1104 BOARD ALLOWANCE	9,600	10,500	10,500	6,150	10,500
1149 OVERTIME	14,677	5,634	5,634	6,443	7,415
1150 AS-NEEDED EMPLOYEES	30,681	25,600	25,600	40,127	24,440
1171 MEDICARE EMP CONT	25,320	24,702	24,702	22,844	20,765
1173 INS-COMPENSATION	12,800	15,600	15,800	15,800	20,300
1174 INS-EMPL HEALTH/DENT	246,301	258,131	258,131	243,702	262,400
1177 RETIREMENT CONTRIB	153,866	162,466	162,466	153,476	147,732
1197 OTHER FRINGE BENEFITS	24,797	39,556	39,556	39,556	41,406
	0				
TOTAL SALARIES & WAGES	2,874,941	2,975,660	2,975,660	2,856,279	2,743,312
2221 UTIL-TELEPHONE	38,961	33,480	33,480	41,195	40,590
2231 OFFICE SUPPLIES	15,885	14,656	14,656	12,103	13,962
2232 POSTAGE	29,782	33,389	33,389	33,389	32,987
2233 INVENTORY ISSUES	4,919	3,263	3,263	2,993	4,300
2254 ADVERTISING	4,637	8,000	8,000	8,000	8,000
2261 EQUIPMENT RENTAL	1,004	1,102	1,102	1,079	839
2262 RENT	132,049	124,205	124,205	144,572	74,993
2271 AUTO REIMBURSEMENT	11,220	11,820	11,820	11,220	11,220
2272 MILEAGE	833	914	914	914	1,025
2282 CONF-MTGS-TRAVEL	6,711	6,000	6,000	6,000	6,000
2290 MEMBERSHIPS & DUES	3,749	4,154	4,154	3,715	4,304
2294 INS-VEHICLES	0	0	540	500	500
3302 INS-COMPREHENSIVE	23,905	25,519	24,779	23,043	22,652
4404 BOOKS & PERIODICALS	12,377	10,676	10,676	10,676	8,640
4411 PRINTING	21,734	21,850	21,850	19,350	20,175
4434 INDIRECT COSTS	170,820	168,300	168,300	168,300	187,551
4439 OTHER COSTS	7,150	56,425	56,425	33,200	21,700
5501 CONTRACTUAL SERVICES	35,482	37,505	37,505	35,466	152,310
5506 PROF SERVICES	56,916	59,277	59,277	53,411	59,650
5511 LEGAL EXPENSE	64,743	50,000	50,000	10,000	50,000
5521 TRAINING	5,139	8,100	8,100	7,359	8,100
5523 ADMIN. RECORDS	0	8,365	8,365	7,068	8,500
7724 SERVICE AGREEMENTS	57,001	57,889	57,889	57,889	25,687
TOTAL SUPPLIES & EXPENSES	705,018	744,889	744,889	691,439	763,685
8803 COMPUTER SYSTEMS	39,181	47,000	47,000	47,000	152,700
8808 OFFICE EQUIPMENT	6,854	10,600	10,600	10,600	15,500
8820 BLDG. RENOVATION	0	0	0	0	30,000
8855 RESVE-SYST. UPGRADE	8,660	8,000	8,000	1,000	0
			0		
TOTAL CAPITAL OUTLAY	54,695	65,600	65,600	58,600	198,200
TOTAL BUDGET	3,634,654	3,786,149	3,786,150	3,606,319	3,705,197

SALARIES AND WAGES

1100 PERMANENT
EMPLOYEES



ALLOCATION:
\$2,208,354

Total Agency Positions -- 29.85

•Administration	3.00 positions	\$261,428
•Hearings	8.25 positions	628,982
•Public Information	14.60 positions	944,877
•Legal	4.00 positions	373,067
•Agency Total	29.85 positions	\$2,208,354

The Employee Action Committee (EAC), Society for Union Employment (SUE) and Hearing Examiner Representational Organization (HERO) Memoranda of Understanding expired December 31, 2000. Renegotiations for all MOUs are currently in progress. A cost-of-living increase is imputed for all salaries except the managers. Projections for other staff benefits including deferred compensation, bonus for outstanding work and summer incentives are included in the salary lines.

1104 BOARD
ALLOWANCE



ALLOCATION:
\$10,500

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

1149 OVERTIME



ALLOCATION:
\$7,415

The allocation covers \$600 for Administration, \$3,200 for Hearings, and \$3,615 for Public Information work which cannot be completed in regularly scheduled hours. Most overtime hours in the Public Information Department are incurred during the summer months and to attend community meetings. The overtime for the Hearings Department will be used mostly by a part-time hearing officer during those times when the work flow is particularly heavy or when she is working on complex cases.

1150 AS NEEDED
EMPLOYEES



ALLOCATION:
\$24,440

The allocation includes funds for a part-time Hearing Officer at the Hearings Department and for a temporary legal secretary for times when the workload cannot be handled by permanent staff. The Legal Department will have one less legal secretary this fiscal year. The responsibilities performed by the former employee will be shared by other staff persons within the Agency. A temporary legal secretary may be needed to cover vacations and other absences by permanent staff.

1171 INSURANCE,
MEDICARE



ALLOCATION:
\$20,765

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.

1173 INSURANCE,
WORKERS COMPENSATION



ALLOCATION:
\$20,300

❖ Workers' Compensation: \$20,100

The Rent Control Board participates in the City of Santa Monica Workers' Compensation Fund. The Agency's share is based on the number of employees, with a factor for past and existing claims. The City's total Workers' Compensation budget is \$5.64 million. The Rent Control allocation of \$20,100 represents .4% of the total costs.

❖ Multi-Peril Insurance for Property at City Hall and the Hearings Department offices: \$200

Includes fire and theft of office equipment, furniture and valuable papers as well as computer equipment and software at both office locations. The Hearings Department lease 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.

1174 INSURANCE,
EMPLOYEE HEALTH AND DENTAL



ALLOCATION:
\$262,400

The City of Santa Monica contracted with a new health insurance carrier for fiscal year 2001/2002. The allocation is based on the standard premiums for both the health and dental plans and includes funding for health and dental benefits for all permanent employees and their dependents. Due to the change in insurance carriers, this budget uses standard amounts for each employee. Actual enrollment may result in changes in the amount actually expended.

1177 RETIREMENT
CONTRIBUTION



ALLOCATION
\$147,732

Because the City had excess payments into the retirement system in the past, the retirement contribution for the City, including Rent Control, is temporarily reduced to 7% of staff salaries.

1197 OTHER
FRINGE BENEFITS



ALLOCATION:
\$41,406

This line item includes life and accident insurance, unemployment insurance, the Employee Assistance Program (counseling), Managed Mental Health (substance abuse and mental health treatment), long term disability insurance and DCAP (childcare subsidies for income-qualifying employees).

SUPPLIES AND EXPENSES

2221 UTILITIES
TELEPHONE



ALLOCATION:
\$40,590

This allocation covers telephone expenses for the agency including computer communication between agency offices. The amount is based on the City of Santa Monica projection of a 2.5% increase in expenditures over current levels.

2231 OFFICE
SUPPLIES



ALLOCATION:
\$13,962

The Rent Control Board purchases its office supplies through the City's Purchasing Department which contracts with an office supply vendor each year. This allocation includes traditional office supplies and funds to purchase computer supplies and accessories such as connector cables, storage disks, printer cartridges and paper.

2232
POSTAGE



ALLOCATION:
\$32,987

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

•General Adjustment/Registration Fee Mailings	6,925
•Newsletter Mailings (2)	12,950
•Postcard Mailing (1)	2,350
•Hearings Department Noticing	500
•General Mailings	10,262

2233 INVENTORY
ITEMS



ALLOCATION:
\$4,300

This line item (formerly part of Office Supplies 2231) represents purchases made through the City's warehouse.

2254



ADVERTISING

ALLOCATION:

\$8,000

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

2261 EQUIPMENT
RENTAL



ALLOCATION:

\$839

- Sparkletts

214

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

- Postage Meter and Scale

625

To rent a postage meter for the Hearings Department in order to process mail after the City Hall Mailroom hours.

2262



RENT

ALLOCATION:

\$74,993

The Hearings Department staff will be relocating to the City Hall Rent Control Offices during the first part of the fiscal year. However, as there is insufficient space in City Hall to accommodate a permanent room for hearings, it will be necessary to lease a small off-site hearing room. This allocation includes funds to rent the Cloverfield office space for four months and new hearing room space for 11 months. The Cloverfield lease provides for monthly payments of \$10,753.20 (5974 sq. ft. @ \$1.80 per sq. ft.) per month for four months plus parking and operating expense costs of \$2,940. Projected costs for the new hearing room space are \$2,640 per month (1100 sq. ft. @ \$2.40 per sq. ft.) for 11 months including parking and other costs.

2271 AUTO REIMBURSEMENT



ALLOCATION:
\$11,220

This line item represents monthly car allowances for staff.

2272 MILEAGE



ALLOCATION:
\$1,025

This allocation provides mileage reimbursements at 32.5 cents per mile.

2282 CONFERENCES,
MEETINGS, TRAVEL



ALLOCATION:
\$6,000

The Board and staff incur travel expenses for trips to Sacramento to advocate and testify regarding proposed state legislation that would affect Santa Monica Rent Control and to coordinate with other rent control agencies. This account also includes expenses related to conducting Board meetings.

2290 MEMBERSHIP
AND DUES



ALLOCATION:
\$4,304

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.

2294 INSURANCE,
VEHICLES



ALLOCATION:
\$500

This coverage is provided through the City of Santa Monica for liability when employees use their personal automobiles as part of their work. This category was formerly part of Comprehensive Insurance (3302).

3302 INSURANCE,
COMPREHENSIVE



ALLOCATION:
\$22,652

❖ General Liability: \$22,394

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

❖ Faithful Performance Bond: \$258

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

4404 BOOKS AND
PERIODICALS



ALLOCATION:
\$8,640

This allocation covers purchase of books and materials on rent control and housing issues, updates to the Hearings Office and Legal Department libraries, computer manuals, and subscriptions to newspapers and journals. This allocation is lower than previous years in anticipation of library savings when the Hearings Department completes the move to City Hall.

4411

PRINTING



ALLOCATION:
\$20,175

- Charter Amendment and Regulations, Instructions, Information sheets, and Forms 3,125
 - Newsletter (2 issues) and MAR Postcard (1) 7,800
 - General Adjustment/Registration Fee Letters/Envelopes 6,250
 - Owner and Tenant Vacancy Registration Forms 1,700
 - Miscellaneous Printing 1,300
-

4434 ADMINISTRATIVE
INDIRECT COSTS



ALLOCATION:
\$187,551

Each year the City assesses the Agency for services it provides the Agency. This fee covers maintenance costs of office space within City Hall and the various services provided by the departments of Finance, Purchasing, Personnel, General Services and Information Systems. These costs are distributed according to an allocation

base, which approximates the Rent Control Board's share of overhead and service costs.

The following itemizes the sources of the charges, a description of services rendered, the allocation base used, and the percentage used to calculate the Rent Control assessment. A credit of \$524 for tuition reimbursement is included.

❖ Audit Expenses: \$1,065

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 - Total direct costs in 1999/00.

Allocation Percentage - 1.59% of total audit costs to the City.

❖ City Manager: \$1,474

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 - .10%

❖ Information Systems, Operations: \$25,512

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

Allocation Base - Detailed time records of quarterly time assignments.

Allocation Percentage - .49%

❖ Finance, Accounts Payable: \$11,124

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

Allocation Base - Number of warrants issued in 1999/00.

Allocation Percentage - 1.97%

❖ Finance, Collections: \$1,078

Services Rendered - Assisting City departments in the collection of overdue fees, such as registration fees.

Allocation Base - Weighted average based on number of accounts and amount collected.

Allocation Percentage - .72%

❖ Finance, General Ledger: \$14,700

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

Allocation Base - Total expenditures in 1999/00.

Allocation Percentage – 1.59%

❖ Finance, Payroll: \$14,486

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

Allocation Base - Authorized full-time positions in 1999/00.

Allocation Percentage - 2.10%

❖ Finance, Treasurer/Management: \$15,445

Services Rendered - The management and investment of Rent Control funds. For 2000/2001 the expected rate of return on invested Rent Control funds is 4.4%.

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

Allocation Percentage - 3.57%

❖ Finance, Treasurer/Receipts: \$4,618

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

Allocation Base - Cash receipts issued in 1999/00.

Allocation Percentage – 1.77%

❖ General Services, City Hall Maintenance: \$61,151

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 - 4.47%

❖ General Services, Public Facilities: \$3,519

Services Rendered - Repairs, replacements and renovations, such as carpentry and plumbing, relating to City Hall offices.

Allocation Base - Actual labor hours less amount charged directly.

Allocation Percentage - .18%

❖ Personnel, General; \$24,796

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 - 1.86%

❖ Personnel, Recruitment: \$253

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

Allocation Base - Weighted number of employees recruited in 1999/00.

Allocation Percentage - .03%

❖ Purchasing: \$6,611

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

Allocation Base - Purchase orders placed by the Rent Control Agency in 1999/00.

Allocation Percentage - 1.38%

❖ Warehouse: \$2,243

Services Rendered - Storing office supplies which are purchased in large volume and disbursed upon request. Charges are not incurred until the disbursement is made.

Allocation Base - Proportionate share of dollar value of annual issues in 1999/00.

Allocation Percentage - .75%

4439 OTHER
COSTS



ALLOCATION:
\$21,700

❖ Cable television: \$13,200

The allocation includes costs for cable television coverage of 24 televised Rent Control Board meetings at \$550 per meeting.

❖ Hearings Department Moving Costs: \$8,500

The Hearings Department staff will be moving to the City Hall Rent Control Office in the first part of the fiscal year. In order to prepare for the relocation, this item estimates some of the costs that may be incurred:

- \$3,000 to move files currently at the Hearings Department to File Keepers for permanent storage. The cost of storing files is significantly higher within office space than in a commercial storage facility.
- \$5,500 for movers to relocate furniture and equipment to new offices.

5501 CONTRACTUAL
SERVICES



ALLOCATION:
\$152,310

This budget includes costs for the proposed conversion of our current microfiche system to a scanned digital image system. The costs for this conversion appear in this category and in the Computer Systems category (8803).

- ❖ Administration: \$136,704
 - Conversion of Fiche/Paper site file records to Scanned Images \$123,438
 - Mailhouse services for mass mailings 3,700
 - Mailhouse services for the newsletter 3,000
 - Design and layout services for the newsletter 5,666
 - Access to the County Assessor's database through DataQuick 900
- ❖ Hearings: \$12,106
 - Attorney service to serve subpoenas and advance witness fees \$1,462
 - Monitor and service the burglar alarm system 150
 - Storage and retrieval of files 6,669
 - Microfiching/Scanning services 3,825
- ❖ Legal: \$3,500
 - Attorney service \$400
 - Messenger service 3,100

5506 PROFESSIONAL
SERVICES



ALLOCATION:
\$59,650

- ❖ Administration: \$47,250
 - 46,250 for lobbyist to represent the Board's interests in Sacramento and for statewide and national legislative advocacy. The allocation includes funds for travel related expenses.
 - 1,000 for translation services at Board meetings

- ❖ Hearings: \$4,900
 - 3,500 for interpreters at hearings
 - 1,400 for police/security services at hearings
- ❖ Legal: \$7,500

The Board has contracted with a real estate appraiser and contractor consultant in connection with removal permits and construction-related petitions.

5511	LEGAL EXPENSE		ALLOCATION: \$50,000
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The allocation covers the direct costs of litigation, outside counsel, title searches, depositions, and a reserve for potential legal liabilities.

5521	TRAINING		ALLOCATION: \$8,100
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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.

5523	ADMINISTRATIVE RECORDS		ALLOCATION \$8,500
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The allocation covers the reimbursement of administrative records costs paid by parties who challenge a Rent Board decision in court. If the party wins on any issue, the Board must reimburse the party for the cost of preparing the record. The amount of the allocation is based largely on the amount of administrative records fees collected during the prior year.

7724 SERVICE
AGREEMENTS



ALLOCATION:
\$25,687

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

- ❖ Administration: \$23,700
 - Hewlett Packard Computer Hardware and Software 21,500
 - Printer Maintenance 2,000
 - City Hall alarm 200
- ❖ Hearings: \$1,987
 - Sony Recording Equipment 987
 - Xerox 5350 Copier (3 months) 750
 - Misc. repairs -- dictaphone equipment, etc. 250

CAPITAL OUTLAY



8803 COMPUTER
SYSTEMS

ALLOCATION:
\$152,700

This budget provides for the purchase of a new mini-computer for the Agency, the cost for converting our fiche system to a scanned digital system and the purchase of PC computers to complete the conversion to a PC platform.

As of April 2002, Hewlett Packard will no longer support the Agency's existing mini-computer system. In order to ensure the integrity of the Agency's Rent Database and to continue to receive hardware and software support it will be necessary to purchase a new mini-computer this fiscal year. The allocation of \$71,600 includes the funds necessary to purchase the new mini-computer (HP e3000 A400) and all the necessary software upgrades.

Early in 1999/2000, the Agency began the process of moving all computer applications to one system rather than two. By the end of fiscal year 2000/2001 the conversion to a PC platform will be complete with the exception of the Hearings Department. Once the Hearing's Department staff is relocated to the City Hall office, 4 additional PCs will be purchased to complete the conversion.

A total of \$72,900 is allocated to purchase the necessary hardware and software to implement the document scanning system for the Agency's "Site File" documents. The hardware and software will provide access to the agency's site file records through the existing PC system. The allocation also includes funds for a low -profile desktop PC to provide public access to the scanned site file documents.

- ❖ **Hewlett Packard Mini-Computer and Related Software: \$71,600**
 - Hewlett Packard Computer Replacement/upgrade 49,000
 - System software upgrades and utilities 22,600
- ❖ **Personal Computers and Software: \$8,200**
 - 4 Computers and software 8,200

❖ Scanning System Hardware & Software: \$72,900

•HP Server Upgrades and Storage Devices	13,100
•Back-up server and Software	10,200
•Liberty Scanning Software and Licenses, Database Software	34,700
•System Scanner , Adapters, Cables	12,800
•Low-Profile PC with a Flat Panel Display for Public Counter	2,100

8808 OFFICE



EQUIPMENT

ALLOCATION:

\$15,500

• Ergonomic chairs and equipment	8,000
• Lease new copier at City Hall	7,500

In 1999/2000 the agency began to purchase new ergonomic chairs for staff members. By the end of 2000/2001 most of the agency's staff will have new chairs. This allocation includes the balance of the chairs and any other equipment that may be needed related to reconfiguring office space for the Hearings Department staff.

The copier at City Hall was purchased in 1990 and needs to be replaced as it is down for repairs for significant periods of time. This allocation includes funds to lease a new copier. The lease amount provides for maintenance and supplies and is based on the cost of the lease after a substantial downpayment.

8820 BUILDING
RENOVATION



ALLOCATION:
\$30,000

This allocation includes funds to cover the remodeling costs of the Rent Control Office to accommodate the Hearings Department staff.

8855 RESERVE FOR
CAPITAL EQUIPMENT



ALLOCATION:
\$0

As a number of major capital purchases will be made in the current fiscal year, no reserve allocations are requested at this time.

ADMINISTRATION DEPARTMENT



Administrator

Office Coordinator
(2.0)

CLASSIFICATION	AUTHORIZED POSITIONS FY 2000/2001	AUTHORIZED POSITIONS FY 2001/2002
Administrator	1.0	1.0
Sr. Operations Analyst	0.9	0.0
Office Coordinator	2.0	2.0
Total positions	3.9	3.0

Department Description

The Administration Department conducts the fiscal, personnel, contract administration, labor relations, public relations, research, planning and policy development activities of the Rent Control Agency. Along with general

administrative activities, the department provides direct support to the elected Rent Control Board by preparing and distributing agenda packages, scheduling Board meetings, producing and archiving Board actions and processing correspondence for the Board.

The Administrator, who heads the Administration Department as well as the Agency, is responsible for directing the overall operations of the Agency on behalf of the Board.

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

Previously staff included a Senior Operations Analyst who was responsible for budget preparation and monitoring, fiscal planning and evaluation of expenditures, and complex technical reports. This position is currently being filled by the Budget/Office Coordinator and is included in the Hearings Department staff.

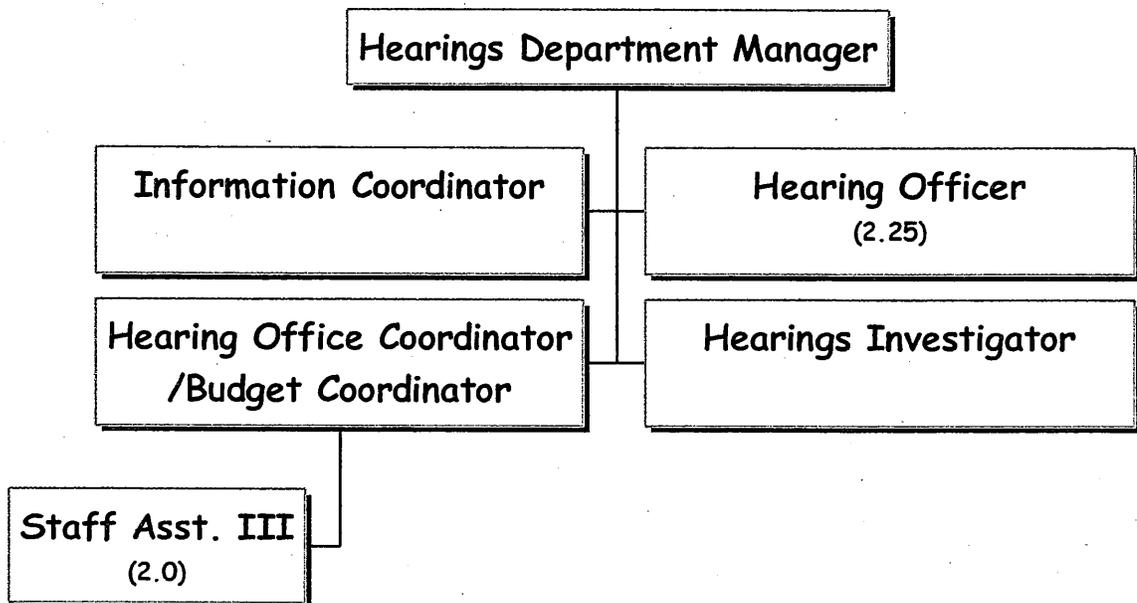
2001/2002 Goals

1. Coordinate smooth transition integrating hearings department staff in City Hall.
2. Oversee the conversion from the current system of microfiche site file information to a digital format of scanned images. This entails converting all historical site file information currently on paper and microfiche into scanned images and training staff in the new system.
3. Develop and coordinate legislative positions with lobbyist and other rent control jurisdictions.

ADMINISTRATION

OBJ DESCRIPTION	FY 99/00 ACTUAL EXPENSES	FY 2001 ADOPTED BUDGET	FY 2000 REVISED BUDGET	FY 2001 PROJECTED EXPENSES	FY 2002 PROPOSED BUDGET
1100 PERMANENT EMPLOYEES	330,629	342,768	342,768	274,020	261,428
1104 BOARD ALLOWANCE	9,600	10,500	10,500	6,150	10,500
1149 OVERTIME	456	600	600	229	600
1150 AS-NEEDED EMPLOYEES	0	0	0	0	0
1171 MEDICARE EMP CONT	2,868	2,920	2,920	2,108	1,829
1173 INS-COMPENSATION	12,800	15,600	15,800	15,800	20,300
1174 INS-EMPL HEALTH/DENT	27,296	28,045	28,045	24,490	24,600
1177 RETIREMENT CONTRIB	22,071	23,017	23,017	18,554	17,796
1197 OTHER FRINGE BENEFITS	6,762	10,108	10,108	10,108	5,321
TOTAL SALARIES & WAGES	412,482	433,558	433,758	351,459	342,374
2221 UTIL-TELEPHONE	38,961	33,480	33,480	41,195	40,590
2231 OFFICE SUPPLIES	3,448	2,925	2,925	3,030	3,400
2232 POSTAGE	28,382	32,189	32,189	32,189	32,487
2233 INVENTORY ISSUES	719	75	75	683	800
2254 ADVERTISING	4,637	8,000	8,000	8,000	8,000
2261 EQUIPMENT RENTAL	228	264	264	264	214
2262 RENT	0	0	0	0	0
2271 AUTO REIMBURSEMENT	4,020	4,020	4,020	4,020	4,020
2272 MILEAGE	0	25	25	25	25
2282 CONF-MTGS-TRAVEL	6,711	6,000	6,000	6,000	6,000
2290 MEMBERSHIPS & DUES	609	780	780	566	650
2294 INS-VEHICLES		0	540	500	500
3302 INS-COMPREHENSIVE	23,905	25,519	24,779	23,043	22,652
4404 BOOKS & PERIODICALS	429	1,600	1,600	1,600	1,600
4411 PRINTING	21,734	21,850	21,850	19,350	20,175
4434 INDIRECT COSTS	170,820	168,300	168,300	168,300	187,551
4439 OTHER COSTS	7,150	33,200	33,200	33,200	13,200
5501 CONTRACTUAL SERVICES	13,434	15,850	15,850	13,150	136,704
5506 PROF SERVICES	41,207	39,100	39,100	39,100	47,250
5511 LEGAL EXPENSE	0	0	0	0	0
5521 TRAINING	573	1,000	1,000	1,000	1,000
5523 ADMIN. RECORDS	0	0	0	0	0
7724 SERVICE AGREEMENTS	51,460	51,189	51,189	51,189	23,700
TOTAL SUPPLIES & EXPENSES	418,426	445,366	445,166	446,403	550,518
8803 COMPUTER SYSTEMS	39,181	47,000	47,000	47,000	152,700
8808 OFFICE EQUIPMENT	6,854	6,100	6,100	6,100	15,500
8820 BLDG. RENOVATION	0	0	0	0	30,000
8855 RESVE-SYST. UPGRADE	8,660	8,000	8,000	1,000	0
TOTAL CAPITAL OUTLAY	54,695	61,100	61,100	54,100	198,200
TOTAL BUDGET	885,603	940,024	940,024	851,962	1,091,092

HEARINGS DEPARTMENT



<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS FY 2000/2001</u>	<u>AUTHORIZED POSITIONS FY 2001/2002</u>
Department Manager	1.00	1.00
Hearing Officer	2.25	2.25
Hearings Investigator	1.00	1.00
Information Coordinator	1.00	1.00
Budget/Office Coordinator	1.00	1.00
Staff Assistant III	3.00	2.00
Total positions	9.25	8.25

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. The department also handles mediation of decrease and excess rent cases.

The Hearing Officers' major responsibility is conducting administrative hearings, gathering evidence and issuing written decisions based on the evidence.

Administrative hearings are held on a variety of issues, including rent increases, rent decreases, excess rent complaints, exemptions, base rent and amenities issues, and issues regarding registration after voluntary vacancy. One Hearing Officer acts as a settlement facilitator of excess rent complaints and rent decrease petitions, often enabling the parties to come to an agreement without the necessity of a hearing.

The Hearings Investigator conducts inspections of properties for which rent decrease petitions have been filed and follow-up inspections to see whether or not the units have been repaired as required by the Rent Control Board's decision. The Inspector also conducts inspections for the Agency regarding occupancy and unit identification.

The Information Coordinator assigned to the Hearings Department is responsible for verifying MAR's from decisions and addenda for input into the database and researching complicated MAR histories.

The Budget/Office Coordinator performs duties specific to the Hearings Department as well as Budget related duties for the Agency. The Office Coordinator screens petitions, supervises clerical staff, interacts with the public on a variety of matters, is in charge of the Hearings Department computer system and orders supplies for the Department. The Budget duties for the Agency include budget preparation and monitoring, fiscal planning and evaluation of expenditures, and complex technical reports.

The clerical staff provides support to the department through sending out notices of hearings, typing decisions, answering phones, interacting with members of the public who come to the Hearings Department office, maintaining hearing files and processing documents for the document imaging system.

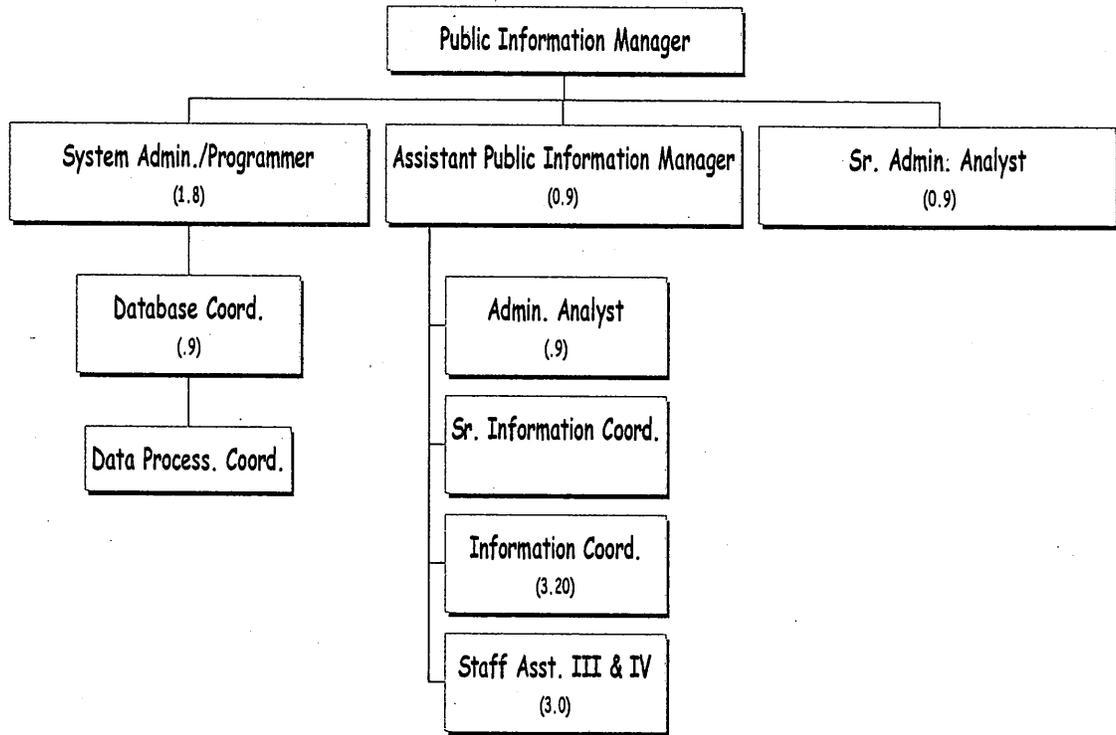
2001/2002 Goals

1. Make the transition to shared space at City Hall as smooth as possible, including re-organizing files for storage in a permanent off-site space and re-locating the hearings to a space outside City Hall.
2. Participate with other Agency departments in collecting data regarding habitability violations, making referrals and interacting with other City agencies, where appropriate.
3. Adapt to the Agency's move to PC computers which will include re-training employees who have formerly used the Macintosh system.

HEARINGS

OBJ DESCRIPTION	FY 99/00 ACTUAL EXPENSES	FY 2001 ADOPTED BUDGET	FY 2000 REVISED BUDGET	FY 2001 PROJECTED EXPENSES	FY 2002 PROPOSED BUDGET
1100 PERMANENT EMPLOYEES	596,615	629,550	629,550	673,312	628,982
1104 BOARD ALLOWANCE	0	0	0	0	0
1149 OVERTIME	2,768	1,402	1,402	2,469	3,200
1150 AS-NEEDED EMPLOYEES	15,828	25,600	25,600	19,528	19,680
1171 MEDICARE EMP CONT	4,458	3,943	3,943	4,539	3,991
1173 INS-COMPENSATION	0	0	0	0	0
1174 INS-EMPL HEALTH/DENT	65,392	72,468	72,468	71,848	73,800
1177 RETIREMENT CONTRIB	38,039	41,731	41,731	43,836	41,769
1197 OTHER FRINGE BENEFITS	5,981	9,457	9,457	9,457	12,467
TOTAL SALARIES & WAGES	729,082	784,150	784,150	824,989	783,889
2221 UTIL-TELEPHONE	0	0	0	0	0
2231 OFFICE SUPPLIES	4,377	4,706	4,706	3,481	3,172
2232 POSTAGE	1,401	1,200	1,200	1,200	500
2233 INVENTORY ISSUES	650	713	713	870	500
2254 ADVERTISING	0	0	0	0	0
2261 EQUIPMENT RENTAL	776	838	838	815	625
2262 RENT	132,049	124,205	124,205	144,572	74,993
2271 AUTO REIMBURSEMENT	2,400	2,400	2,400	2,400	2,400
2272 MILEAGE	810	789	789	789	900
2282 CONF-MTGS-TRAVEL	0	0	0	0	0
2290 MEMBERSHIPS & DUES	1,335	1,269	1,269	1,269	1,419
2294 INS-VEHICLES	0	0	0	0	0
3302 INS-COMPREHENSIVE	0	0	0	0	0
4404 BOOKS & PERIODICALS	2,783	2,936	2,936	2,936	600
4411 PRINTING	0	0	0	0	0
4434 INDIRECT COSTS	0	0	0	0	0
4439 OTHER COSTS	0	23,225	23,225	0	8,500
5501 CONTRACTUAL SERVICES	17,544	18,655	18,655	18,655	12,106
5506 PROF SERVICES	5,514	10,177	10,177	4,311	4,900
5511 LEGAL EXPENSE	0	0	0	0	0
5521 TRAINING	799	1,300	1,300	1,300	1,300
5523 ADMIN. RECORDS	0	0	0	0	0
7724 SERVICE AGREEMENTS	5,542	6,700	6,700	6,700	1,987
TOTAL SUPPLIES & EXPENSES	175,980	199,113	199,113	189,297	113,902
8803 COMPUTER SYSTEMS	0	0	0	0	0
8808 OFFICE EQUIPMENT	0	1,500	1,500	1,500	0
8820 BLDG. RENOVATION	0	0	0	0	0
8855 RESVE-SYST. UPGRADE	0	0	0	0	0
TOTAL CAPITAL OUTLAY	0	1,500	1,500	1,500	0
TOTAL BUDGET	905,061	984,763	984,763	1,015,786	897,791

PUBLIC INFORMATION DEPARTMENT



<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS FY 2000/2001</u>	<u>AUTHORIZED POSITIONS FY 2001/2002</u>
Department Manager	1.00	1.00
Assistant Dept. Manager	0.00	1.00
Sr. Administrative Analyst	1.80	.80
EDP Programmer Analyst	1.80	1.80
Administrative Analyst	.90	.90
Database Coordinator	1.00	.90
Information Coordinator	3.80	3.20
Sr. Information Coordinator	.90	1.00
Data Processing Coordinator	1.00	1.00
Staff Assistant IV	2.00	2.00
Staff Assistant III	2.00	1.00
Total positions	16.20	14.60

Department Description

The Public Information Department responds to public inquiries regarding the Rent Control Law. The department also maintains manual and electronic files, and researches the current legal rent level and history of administrative and legal activity affecting each controlled unit in the City.

The Assistant Department Manager oversees project work of Information Coordinators and staff assistants and acts as liaison with City Departments on construction and development issues. The Senior Administrative Analyst investigates and writes staff reports on exemptions, supervises the Vacancy Increase Program, produces the newsletter, and works on special projects including public information and community outreach.

Information Coordinators handle a variety of tasks central to providing information to the public regarding the Rent Control Law and regulations, state laws, and Maximum Allowable Rent levels for controlled rental units. To adapt to personnel leaves that have affected the information coordinator team, additional staff members have been trained to respond to inquiries from the public. Information Coordinators process new and amended registration forms; review petitions for rent increases, decreases and complaints of excess rent; pursue outstanding registration fees through small claims actions; and conduct unlawful detainer research and review of complaints.

Staff assistants provide support to the department through processing Vacancy Increase Registrations, maintaining the property files, producing memos and letters, receiving and directing calls from the public, and preparing informational mailings.

Data processing staff, with help from the staff assistants, inputs changes into the database, issues registration fee bills to owners of controlled properties, collects fees, maintains the electronic billing history, and processes owner-occupied and low-income senior and disabled fee waiver applications.

The computer staff maintains the database and word processing systems, generates computer reports, and coordinates Agency activities that rely on the computer, such as development of the web site. They develop and update programs, design and install new systems to meet changing Board requirements, and maintain the capabilities of the computer and peripheral electronic equipment.

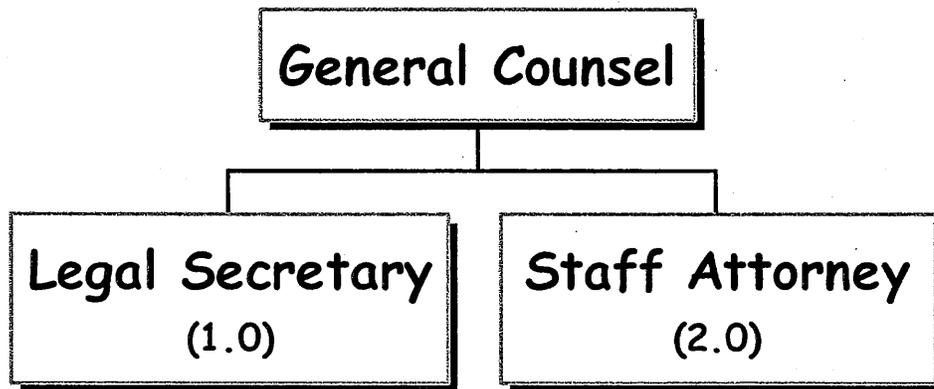
2001/2002 Goals

1. Prepare new computer room and replace existing computer with new HP e3000 computer for increased efficiency and capacity. Additionally, upgrade all HP software applications for compatibility with new computer system.
2. Enhance coordination of information provision and referrals between Rent Control, Building and Safety and the City Attorney's office.
3. Hold information-sharing sessions with other city departments and agencies with which we cooperate (i.e. Planning and Zoning, Code Enforcement, Housing, Section 8 and Legal Aid Foundation).
4. Develop and conduct informational sessions on the rent control law for local real estate professionals. Special emphasis will be placed on obligations of new owners, exemptions for owner-occupancy, eviction protections and implementation of Costa Hawkins.

PUBLIC INFORMATION

OBJ DESCRIPTION	FY 99/00 ACTUAL EXPENSES	FY 2001 ADOPTED BUDGET	FY 2000 REVISED BUDGET	FY 2001 PROJECTED EXPENSES	FY 2002 PROPOSED BUDGET
1100 PERMANENT EMPLOYEES	944,787	961,748	961,748	898,530	944,877
1104 BOARD ALLOWANCE	0	0	0	0	0
1149 OVERTIME	3,309	3,632	3,632	2,097	3,615
1150 AS-NEEDED EMPLOYEES	1,122	0	0	20,599	0
1171 MEDICARE EMP CONT	10,580	10,598	10,598	8,988	9,810
1173 INS-COMPENSATION	0	0	0	0	0
1174 INS-EMPL HEALTH/DENT	123,772	127,364	127,364	119,471	131,200
1177 RETIREMENT CONTRIB	62,083	64,796	64,796	60,797	63,711
1197 OTHER FRINGE BENEFITS	7,487	12,510	12,510	12,510	16,465
TOTAL SALARIES & WAGES	1,153,141	1,180,649	1,180,650	1,122,992	1,169,678
2221 UTIL-TELEPHONE	0	0	0	0	0
2231 OFFICE SUPPLIES	7,092	5,600	5,600	4,629	6,290
2232 POSTAGE	0	0	0	0	0
2233 INVENTORY ISSUES	3,471	2,400	2,400	1,354	2,900
2254 ADVERTISING	0	0	0	0	0
2261 EQUIPMENT RENTAL	0	0	0	0	0
2262 RENT	0	0	0	0	0
2271 AUTO REIMBURSEMENT	2,400	2,400	2,400	2,400	2,400
2272 MILEAGE	12	50	50	50	50
2282 CONF-MTGS-TRAVEL	0	0	0	0	0
2290 MEMBERSHIPS & DUES	0	225	225	0	825
2294 INS-VEHICLES	0	0	0	0	0
3302 INS-COMPREHENSIVE	0	0	0	0	0
4404 BOOKS & PERIODICALS	412	40	40	40	40
4411 PRINTING	0	0	0	0	0
4434 INDIRECT COSTS	0	0	0	0	0
4439 OTHER COSTS	0	0	0	0	0
5501 CONTRACTUAL SERVICES	0	0	0	0	0
5506 PROF SERVICES	0	0	0	0	0
5511 LEGAL EXPENSE	0	0	0	0	0
5521 TRAINING	2,412	4,300	4,300	1,700	4,300
5523 ADMIN. RECORDS	0	0	0	0	0
7724 SERVICE AGREEMENTS	0	0	0	0	0
TOTAL SUPPLIES & EXPENSES	15,799	15,015	15,015	10,173	16,805
8803 COMPUTER SYSTEMS	0	0	0	0	0
8808 OFFICE EQUIPMENT	0	2,000	2,000	2,000	0
8820 BLDG. RENOVATION	0	0	0	0	0
8855 RESVE-SYST. UPGRADE	0	0	0	0	0
TOTAL CAPITAL OUTLAY	0	2,000	2,000	2,000	0
TOTAL BUDGET	1,168,940	1,197,664	1,197,665	1,135,166	1,186,483

LEGAL DEPARTMENT



CLASSIFICATION	AUTHORIZED POSITIONS FY 2000/2001	AUTHORIZED POSITIONS FY 2001/2002
General Counsel	1.0	1.0
Staff Attorney	3.0	2.0
Legal Secretary	2.0	1.0
Total positions	6.0	4.0

Department Description

The Legal Department prepares staff reports on appeal of hearing officer and administrative decisions and removal applications, reviews reports on exemption applications, 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

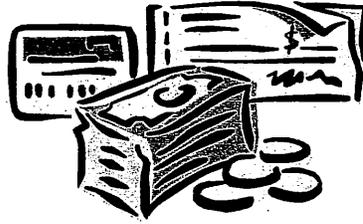
regulations. The Department provides legal advice to the Board, Administrator and departments of the Rent Control Agency. It also drafts regulations for Board consideration and adoption. Upon request from the Board or staff, the Legal Department analyzes and prepares written opinions on legal issues.

2001/2002 Goals

1. Work with other City and Rent Control departments to develop and implement potential solutions to problems resulting from state-mandated vacancy decontrol and the significant financial incentive for landlords to replace long term tenants with new, market-rate tenancies.
2. Review and modify Legal Department work procedures to better utilize significantly reduced staff.
3. Amend fair return and removal permit standards to take into account vacancy decontrol.

LEGAL						
OBJ DESCRIPTION	FY 99/00 ACTUAL EXPENSES	FY 2001 ADOPTED BUDGET	FY 2000 REVISED BUDGET	FY 2001 PROJECTED EXPENSES	FY 2002 PROPOSED BUDGET	
1100 PERMANENT EMPLOYEES	484,868	499,405	499,405	482,319	373,067	
1104 BOARD ALLOWANCE	0	0	0	0	0	
1149 OVERTIME	8,144	0	0	1,648	0	
1150 AS-NEEDED EMPLOYEES	13,731	0	0	0	4,760	
1171 MEDICARE EMP CONT	7,413	7,241	7,241	7,209	5,135	
1173 INS-COMPENSATION	0	0	0	0	0	
1174 INS-EMPL HEALTH/DENT	29,840	30,254	30,254	27,893	32,800	
1177 RETIREMENT CONTRIB	31,673	32,921	32,921	30,289	24,456	
1197 OTHER FRINGE BENEFITS	4,568	7,481	7,481	7,481	7,153	
TOTAL SALARIES & WAGES	580,237	577,303	577,303	556,839	447,371	
2221 UTIL-TELEPHONE	0	0	0	0	0	
2231 OFFICE SUPPLIES	968	1,425	1,425	963	1,100	
2232 POSTAGE	0	0	0	0	0	
2233 INVENTORY ISSUES	79	75	75	86	100	
2254 ADVERTISING	0	0	0	0	0	
2261 EQUIPMENT RENTAL	0	0	0	0	0	
2262 RENT	0	0	0	0	0	
2271 AUTO REIMBURSEMENT	2,400	3,000	3,000	2,400	2,400	
2272 MILEAGE	12	50	50	50	50	
2282 CONF-MTGS-TRAVEL	0	0	0	0	0	
2290 MEMBERSHIPS & DUES	1,805	1,880	1,880	1,880	1,410	
2294 INS-VEHICLES	0	0	0	0	0	
3302 INS-COMPREHENSIVE	0	0	0	0	0	
4404 BOOKS & PERIODICALS	8,754	6,100	6,100	6,100	6,400	
4411 PRINTING	0	0	0	0	0	
4434 INDIRECT COSTS	0	0	0	0	0	
4439 OTHER COSTS	0	0	0	0	0	
5501 CONTRACTUAL SERVICES	4,504	3,000	3,000	3,661	3,500	
5506 PROF SERVICES	10,194	10,000	10,000	10,000	7,500	
5511 LEGAL EXPENSE	64,743	50,000	50,000	10,000	50,000	
5521 TRAINING	1,354	1,500	1,500	3,359	1,500	
5523 ADMIN. RECORDS	0	8,365	8,365	7,068	8,500	
7724 SERVICE AGREEMENTS	0	0	0	0	0	
TOTAL SUPPLIES & EXPENSES	94,813	85,395	85,395	45,566	82,460	
8803 COMPUTER SYSTEMS	0	0	0	0	0	
8808 OFFICE EQUIPMENT	0	1,000	1,000	1,000	0	
8820 BLDG. RENOVATION	0	0	0	0	0	
8855 RESVE-SYST. UPGRADE	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	1,000	1,000	1,000	0	
TOTAL BUDGET	675,050	663,698	663,698	603,405	529,831	

REVENUE PROJECTION



Revenue for fiscal year 2001/2002 is projected to be \$3,573,249. The projection anticipates that the Agency will continue to experience a significant decrease in revenue as a result of the permanent decontrol of rents on single family dwellings. This projection is based on the same registration fee that has been in effect for three years, \$11 per month or \$132 per year.

The sources of the Agency's revenue are registration fees, interest earnings on unexpended Rent Control funds, reimbursements for administrative records, limited filing fees and miscellaneous receipts.

Registration Fees. The Santa Monica Rent Control Board's primary source of income has always been the registration fee paid on each rent controlled unit in the city. The number of billable units normally diminishes during the year as units become exempt or additional fee waivers are granted. Prior to 1999, the major reason for the decline in billable units was an increasing number of owner-occupied fee waivers for units in the TORCA (Tenant Ownership Rights Charter Amendment) program.

Based on analysis of the database and projections of current trends such as rates of TORCA unit sales and fee waiver applications, the revenue projection begins with 26,183 units. Additional surcharges are projected on 162 Incentive Housing Program units, bringing the projected total number of billable units to 26,345.

In addition, it is estimated 100 billable units will be lost in the coming year through exemptions and new fee waivers.

Registration fee refunds occur when fees are paid at the beginning of the fiscal year for billable units which subsequently receive exemptions or fee waivers. Fee waivers are granted throughout the fiscal year for owner-occupied units, low income seniors and section 8 tenants. Refunds also occur from overpayments of billed fees. It is projected that \$23,000 will be refunded over the course of the year.

With a registration fee of \$11 per month, based on an estimate of 26,245 controlled billable rental units, the revenue would be \$3,464,340. Net registration fees after subtracting projected refunds (\$23,000) would be \$3,441,340.

Interest Earnings. The second source of revenue is interest earnings on City-invested Rent Control funds, estimated to be \$119,709. The City Treasurer is estimating a rate of return on invested funds of 4.4%; staff uses the same rate to estimate Board interest earnings on a declining balance.

Administrative Records. The Agency provides administrative records as a reimbursable service to members of the public who request them. In the first three quarters of FY 2000/2001, \$4,811 has been collected and \$4,568 has been refunded to owners. All unexpended funds will become unreserved funds for the Agency.

Staff estimates that the Agency will receive \$4,000 in new administrative records fees in 2001/02.

Filing Fees. From time to time the Board has adopted filing fees for certain types of petitions. On June 10, 1999 the Board authorized the implementation of two new filing fees. The filing fee for processing a Vacant Unit Registration on a property which has an owner-occupied exemption was set at \$50. The filing fee to process an owner-occupied exemption application was set at \$100. Through March 2001, a total of \$3,200 was collected, the majority of which is attributed to owner-occupied exemption applications.

Total projected filing fees are \$4,200.

Miscellaneous Charges. Miscellaneous charges, such as those for Xerox or fiche copies, are projected to be \$4,000.

SOURCES OF REVENUE

Registration Fees - 26,245 units ¹	\$3,464,340	
Refunded Registration Fees --	<u>23,000</u>	
Registration Fees Subtotal		3,441,340
Interest Earnings @ 4.4%		119,709
Administrative Records Charges		4,000
Filing Fees		4,200
Miscellaneous Charges		<u>4,000</u>
Total Revenue		\$3,573,249

At the end of fiscal year 2000/2001, the Agency's unreserved, undesignated fund balance, which is the Agency's "safety net" in case of emergency, is projected to be about \$1,500,000. The proposed budget has a deficit of \$131,948 with the expectation that the shortfall would be covered from undesignated funds.

BALANCE SHEET RESERVES

Balance sheet reserve accounts identify 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. The reserves are a form of savings account for specialized purposes.

<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	14,010	0	14,010
Legal/Administrative Records	20,195	0	20,195
EAC Layoff Fund	<u>29,150</u>	<u>1,706</u>	<u>30,856</u>
Total	\$128,052	\$1,706	\$129,758

¹ Includes surcharges for 162 Incentive Housing Program units and projected loss of 100 billable units.

