

SANTA MONICA RENT CONTROL BOARD



Annual Operating Budget FY 2002/2003

Adopted June 13, 2002



City of
Santa Monica™

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

July 1, 2002

Dear Santa Monica Citizens,

The Santa Monica Rent Control Board is able to fund the 2002/03 budget with an annual registration fee of \$132, or \$11 per month.

The 2002/03 budget funds 1.1 more positions than last year. This is the first time in many years the number of staff positions has been increased. The hiring of additional staff will help the Agency continue to provide services and information to the public.

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.

This year the budget includes funds to begin a computer equipment replacement program to keep pace with changing computer technology, as well as funds to complete the conversion of the Agency's microfiche system to a digital system.

The anticipated budget deficit is \$190,548. The shortfall will be paid out of the Agency's reserves.

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 2002/2003 - ADOPTED

CLASSIFICATION	AUTHORIZED POSITIONS 1999/00	AUTHORIZED POSITIONS 2000/01	AUTHORIZED POSITIONS 2001/02	AUTHORIZED POSITIONS 2002/03	AMOUNT OF CHANGE FY02/FY03
Administration	3.90	3.90	3.00	3.00	0.0
Hearings	9.50	9.25	8.25	7.25	-1.0
Public Information	17.30	16.20	14.60	16.70	+2.1
Legal	6.00	6.00	4.00	4.00	0.0
TOTAL	36.70	35.35	29.85	30.95	+1.1

PERMANENT STAFF BY CLASSIFICATION
FY 2002/2003 - ADOPTED

CLASSIFICATION	AUTHORIZED POSITIONS 1999/00	AUTHORIZED POSITIONS 2000/01	AUTHORIZED POSITIONS 2001/02	AUTHORIZED POSITIONS 2002/03	AMOUNT OF CHANGE FY02/FY03
Administrator	1.00	1.00	1.00	1.00	0.00
Administrator Analyst	0.90	0.90	0.90	0.90	0.00
Assist. Public Information Mgr.	0.00	0.00	0.90	0.90	0.00
Billing Coordinator	1.00	1.00	1.00	1.00	0.00
Budget/Office Coordinator	1.00	1.00	1.00	1.00	0.00
Database Coordinator	1.00	1.00	0.90	0.90	0.00
General Counsel	1.00	1.00	1.00	1.00	0.00
Hearings Department Mgr.	1.00	1.00	1.00	1.00	0.00
Hearing Investigator	1.00	1.00	1.00	1.00	0.00
Hearing Examiner	2.75	2.25	2.25	2.25	0.00
Information Coordinator	5.80	4.70	4.20	6.20	+2.00
Legal Secretary II	2.00	2.00	1.00	1.00	0.00
Office Coordinator	2.00	2.00	2.00	2.00	0.00
Public Information Mgr.	1.00	1.00	1.00	1.00	0.00
Senior Adm. Analyst	1.80	1.80	0.90	1.00	+0.10
Sr. Information Coordinator	1.00	1.00	1.00	1.00	0.00
Sr. Oper. Analyst	0.90	0.90	0.00	0.00	0.00
Staff Assistant III	4.75	5.00	3.00	2.00	-1.00
Staff Assistant IV	2.00	2.00	2.00	2.00	0.00
Staff Attorney	3.00	3.00	2.00	2.00	0.00
Sys. Admin. / Prog. Analyst	1.80	1.80	1.80	1.80	0.00
TOTAL	36.70	35.35	29.85	30.95	+1.10

AGENCY BUDGET

OBJ	DESCRIPTION	FY 99/00 ACTUAL EXPENSES	FY 00/01 ACTUAL EXPENSES	FY 2002 REVISED BUDGET	FY 2002 PROJECTED EXPENSES	FY 2003 ADOPTED BUDGET
1100	PERMANENT EMPLOYEES	2,356,899	2,271,672	2,208,354	2,258,514	2,393,645
1104	BOARD ALLOWANCE	9,600	6,525	10,500	7,575	10,500
1149	OVERTIME	14,677	11,070	7,415	15,424	8,440
1150	AS-NEEDED EMPLOYEES	30,681	36,598	24,440	32,359	16,224
1171	MEDICARE EMP CONT	25,319	23,023	20,765	24,626	24,293
1173	INS-COMPENSATION	12,800	15,800	20,500	20,300	16,400
1174	INS-EMPL HEALTH/DENT	246,300	245,196	262,400	175,826	197,120
1177	RETIREMENT CONTRIB	153,866	142,130	84,432	0	153,716
1194	MEDICAL TRUST			0	53,250	54,528
1197	OTHER FRINGE BENEFITS	24,798	17,484	72,262	40,104	24,760
	TOTAL SALARIES & WAGES	2,874,940	2,769,498	2,711,068	2,627,977	2,899,627
2221	UTIL-TELEPHONE	38,961	53,773	40,590	40,590	41,889
2231	OFFICE SUPPLIES	15,885	11,368	13,962	12,673	12,118
2232	POSTAGE	29,782	33,669	32,987	32,487	32,500
2233	INVENTORY ISSUES	4,919	3,189	4,300	4,344	4,800
2254	ADVERTISING	4,637	4,982	8,000	8,000	8,000
2261	EQUIPMENT RENTAL	1,004	1,054	839	115	120
2262	RENT	132,049	132,931	138,293	138,296	117,579
2271	AUTO REIMBURSEMENT	11,220	11,246	11,220	11,220	11,220
2272	MILEAGE	833	753	1,025	828	875
2282	CONF-MTGS-TRAVEL	6,711	4,525	6,000	6,000	6,000
2290	MEMBERSHIPS & DUES	3,749	3,281	4,304	3,280	3,743
2294	INS-VEHICLES	0	500	500	500	1,500
3302	INS-COMPREHENSIVE	32,659	23,043	22,652	21,980	24,538
4404	BOOKS & PERIODICALS	3,623	10,057	8,640	7,802	8,440
4411	PRINTING	21,734	21,566	20,175	20,175	20,850
4434	INDIRECT COSTS	170,820	168,300	187,551	187,551	219,179
4439	OTHER COSTS	7,150	29,730	21,700	10,952	9,900
5501	CONTRACTUAL SERVICES	35,482	35,699	152,310	98,234	84,736
5506	PROF SERVICES	56,916	47,385	59,650	89,650	62,200
5511	LEGAL EXPENSE	64,743	2,086	50,000	50,000	110,000
5521	TRAINING	5,139	4,319	8,100	4,796	44,270
5523	ADMIN. RECORDS	0	4,568	8,500	4,000	4,500
7724	SERVICE AGREEMENTS	57,001	52,726	25,687	25,120	26,164
	TOTAL SUPPLIES & EXPENSES	705,017	660,749	826,985	778,592	855,121
8803	COMPUTER SYSTEMS	39,181	33,279	152,700	152,700	42,500
8808	OFFICE EQUIPMENT	6,854	17,207	15,500	15,500	14,703
8820	BLDG. RENOVATION	0	0	30,000	20,346	22,000
8855	RESVE-SYST. UPGRADE	8,660	0	0	0	0
	TOTAL CAPITAL OUTLAY	54,695	50,486	198,200	188,546	79,203
	TOTAL BUDGET	3,634,654	3,480,732	3,736,253	3,595,115	3,833,950

SALARIES AND WAGES

1100 PERMANENT
EMPLOYEES



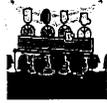
ALLOCATION:
\$2,393,645

Total Agency Positions -- 30.95

•Administration	3.00 positions	\$288,435
•Hearings	7.25 positions	637,832
•Public Information	16.70 positions	1,080,624
•Legal	4.00 positions	386,754
•Agency Total	30.95 positions	\$2,393,645

A cost-of-living increase is imputed for all salaries. 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:
\$8,440

The allocation covers \$600 for Administration, \$4,600 for Hearings, \$3,000 for Public Information and \$240 for Legal 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:
\$16,224

The allocation includes funds for a part-time Hearing Officer in 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 only one legal secretary this fiscal year. A temporary legal secretary may be needed to cover vacations and other absences by permanent staff.

1171 INSURANCE,
MEDICARE



ALLOCATION:
\$24,293

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:
\$16,400

❖ Workers' Compensation: \$16,100

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 \$6.25 million. The Rent Control allocation of \$16,100 represents .3% of the total costs.

❖ Multi-Peril Insurance for Property at City Hall and the Hearings Department offices: \$300

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:
\$197,120

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. This budget uses standard amounts for each employee. Individual plan changes during the fiscal year may affect the amount actually expended.

1177 RETIREMENT
CONTRIBUTION



ALLOCATION:
\$153,716

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.

1194 MEDICAL
TRUST



ALLOCATION:
\$54,528

The Employee Medical Benefit Trust fund was established effective July 2001. Pursuant to the umbrella agreement the Rent Control Board entered into with the Agency employees, the Agency is contributing \$142 per month for each permanent employee.

1197 OTHER
FRINGE BENEFITS



ALLOCATION:
\$24,760

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:
\$41,889

This allocation covers telephone expenses for the Agency including computer network connections. The amount is based on the City of Santa Monica projection of a 3.2% increase in expenditures over current levels.

2231 OFFICE
SUPPLIES



ALLOCATION:
\$12,118

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:
\$32,500

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

- General Adjustment/Registration Fee Mailings 8,870
- Newsletter Mailings (2) 12,120
- Postcard Mailing (1) 2,350
- General Mailings 8,035
- Miscellaneous Postal Fees 1,125

2233 INVENTORY
ISSUES



ALLOCATION:
\$4,800

This line item represents purchases made through the City's warehouse for copy paper, drinking cups and paper towels as well as paper supplies used for letterhead and office envelopes.

2254



ADVERTISING

ALLOCATION:
\$8,000

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

2261 EQUIPMENT
RENTAL



ALLOCATION:
\$120

To lease the water coolers in the Rent Control Offices.

2262



RENT

ALLOCATION:
\$117,579

The Hearings Department staff relocated to the City Hall Rent Control Offices during the past fiscal year. This allocation includes funds to rent the Cloverfield office space for the 9.6 months remaining on the lease and new hearing room space for 4 months. As there is insufficient space in City Hall to accommodate a permanent room for hearings, it will be necessary to lease an off-site hearing room when the lease for the Cloverfield office space expires. Projected costs for the new hearing room space are \$2,750 per month (1100 sq. ft. @ \$2.50 per sq. ft.) for 4 months including parking and other costs.

2271 AUTO
REIMBURSEMENT



ALLOCATION:
\$11,220

This line item represents monthly car allowances for staff.

2272
MILEAGE



ALLOCATION:
\$875

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:
\$3,743

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:
\$1,500

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

3302 INSURANCE,
COMPREHENSIVE



ALLOCATION:
\$24,538

- ❖ General Liability: \$24,280

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:
\$8,440

This allocation covers purchase of books and materials on rent control and housing issues, updates to the legal library, computer manuals, and subscriptions to newspapers and journals.

4411 PRINTING



ALLOCATION:
\$20,850

- Charter Amendment and Regulations, 2,550
Instructions, Information sheets, and Miscellaneous
- Newsletter (2 issues) and MAR Postcard (1) 8,900
- General Adjustment Letters 6,200
- Registration Fee Letters/Envelopes 1,750
- Owner and Tenant Vacancy Registration Forms 1,450

4434 ADMINISTRATIVE
INDIRECT COSTS



ALLOCATION:
\$219,179

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 \$591 for tuition reimbursement is included.

❖ Audit Expenses: \$1,028

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 2000/01.

Allocation Percentage - 1.34% of total audit costs to the City.

❖ City Manager: \$1,457

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: \$28,160

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 - .55%

❖ Finance, Accounts Payable: \$8,793

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

Allocation Base - Number of warrants issued in 2000/01.

Allocation Percentage - 1.38%

❖ Finance, Collections: \$350

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 - .21%

❖ Finance, General Ledger: \$13,725

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

Allocation Base - Total expenditures in 2000/01.

Allocation Percentage – 1.34%

❖ Finance, Payroll: \$13,904

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

Allocation Base - Authorized full-time positions in 2000/01.

Allocation Percentage – 1.97%

❖ Finance, Treasurer/Management: \$21,144

Services Rendered - The management and investment of Rent Control funds. For 2002/2003 the expected rate of return on invested Rent Control funds is 3.6%.

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

Allocation Percentage - 3.57%

❖ Finance, Treasurer/Receipts: \$8,129

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

Allocation Base - Cash receipts issued in 2000/01.

Allocation Percentage – 2.36%

❖ General Services, City Hall Maintenance: \$63,599

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 – 4.63%

❖ General Services, Public Facilities: \$8,811

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 - .43%

❖ Personnel, General; \$25,443

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 - 1.76%

❖ Personnel, Recruitment: \$20,405

Services Rendered - Administrative activities related to recruiting of permanent and as-needed staff, including advertising, testing, interviewing, ranking candidates. The allocation for this category is significantly higher than the allocation for the past fiscal year due to recruitments for three positions during fiscal year 2000/01. The recruitments were for a bilingual staff assistant III and promotional recruitments for the billing coordinator and budget/office coordinator positions.

Allocation Base - Weighted number of employees recruited in 2000/01.

Allocation Percentage - 2.10%

❖ Purchasing: \$4,118

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 2000/01.

Allocation Percentage - .95%

❖ Warehouse: \$704

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 2000/01.

Allocation Percentage - .40%

4439 OTHER
COSTS



ALLOCATION:
\$9,900

The allocation includes costs for cable television coverage of 18 televised Rent Control Board meetings at \$550 per meeting.

5501 CONTRACTUAL
SERVICES

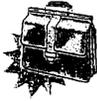


ALLOCATION:
\$84,736

This budget includes costs to complete the conversion of our current microfiche system to a scanned digital image system.

- ❖ Administration: \$67,644
 - Conversion of paper site file records to scanned images \$53,250
 - Mailhouse services for mass mailings 3,456
 - Mailhouse services for the newsletter & postcard 4,305
 - Design and layout services for the newsletter 5,733
 - Access to the County Assessor's database through DataQuick 900
- ❖ Hearings: \$10,792
 - Attorney service to serve subpoenas \$1,100
and advance witness fees
 - Storage and retrieval of files 9,692
- ❖ Legal: \$6,300
 - Messenger service \$6,300

5506 PROFESSIONAL
SERVICES



ALLOCATION:
\$62,200

❖ Administration: \$46,250

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.

❖ Hearings: \$5,950

4,500 for interpreters at hearings and Board meetings

1,450 for police/security services at hearings

❖ Legal: \$10,000

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:
\$110,000

The allocation covers the direct costs of litigation, outside counsel, title searches, depositions, and a reserve for potential legal liabilities.

5521
TRAINING



ALLOCATION:
\$44,270

The Agency encourages staff to acquire training and skills that will enhance their contribution to the Agency and further their promotional opportunities. This allocation includes funds for an Agency-wide Team Building training program which the Agency plans to implement this fiscal year. The allocation also provides funds for courses, seminars and workshops conducted by universities, professional associations and other educational organizations and for Continuing Legal Education that the State Bar requires for attorneys.

5523 ADMINISTRATIVE
RECORDS



ALLOCATION
\$4,500

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:
\$26,164

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: \$24,945
 - Hewlett Packard Computer Hardware and Software 19,000
 - LibertyNet Scanning Software 4,300
 - Printer Maintenance 1,445
 - City Hall alarm 200
- ❖ Hearings: \$1,219
 - Sony Recording Equipment 1,219

CAPITAL OUTLAY

8803 COMPUTER
SYSTEMS



ALLOCATION:
\$42,500

This budget provides for the purchase of new computers for the Agency and some network related hardware.

During this fiscal year, the Agency will begin a computer equipment replacement program in order to keep pace with changing computer technology and to ensure that the Agency's computer systems remain compatible with the City's systems. The process will involve replacing computers whose maintenance agreements have expired. Staff anticipates that thirteen computers will be replaced during this fiscal year, although not all thirteen will be replaced at the same time. Staff is also planning to purchase two laptop computers to be used by various staff when they are unable to use the office computers. Staff anticipates that additional network connection may be necessary in the upcoming fiscal year. The network hardware will allow all of the Agency's computers and peripherals to be connected to the network.

- ❖ Computers and Software: \$39,000
 - 13 Personal Computers and software 31,000
 - 2 Laptop Computers, accessories and software 8,000
- ❖ Network hardware: \$3,500 3,500

8808 OFFICE
EQUIPMENT



ALLOCATION:
\$14,703

- Miscellaneous office furniture/equipment 7,000
- Lease copier at City Hall 7,703

The allocation includes funds for office furniture for the Agency such as bookcases, desks and small cabinets.

The allocation also includes funds for monthly lease payments for the new copier purchased last fiscal year. The lease payments included costs for maintenance and supplies.

8820 BUILDING
RENOVATION



ALLOCATION:
\$22,000

This allocation includes funds to cover costs to reconfigure the front reception and counter area and a work area to accommodate the new scanning equipment. Some funds will also be used to purchase new blinds after the City Hall windows are replaced.

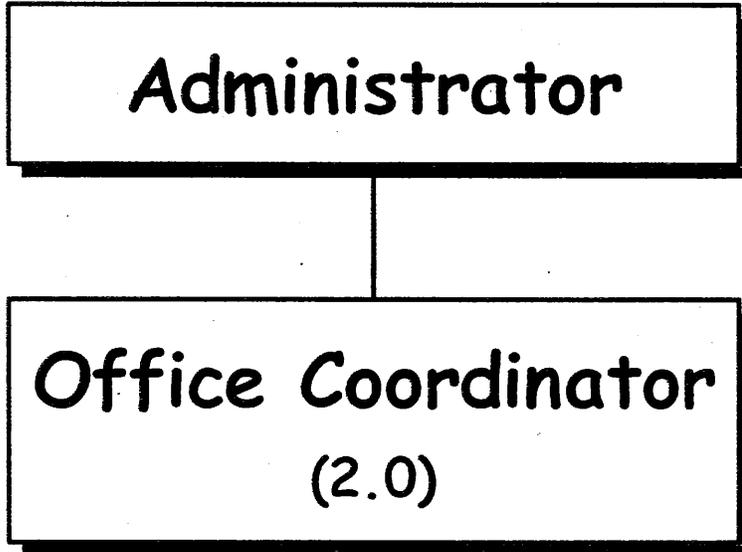
8855 RESERVE FOR
CAPITAL EQUIPMENT



ALLOCATION:
\$0

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

ADMINISTRATION DEPARTMENT



CLASSIFICATION	AUTHORIZED POSITIONS FY 2001/2002	AUTHORIZED POSITIONS FY 2002/2003
Administrator	1.0	1.0
Office Coordinator	2.0	2.0
Total positions	3.0	3.0



Department Description

The Administration Department oversees 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.

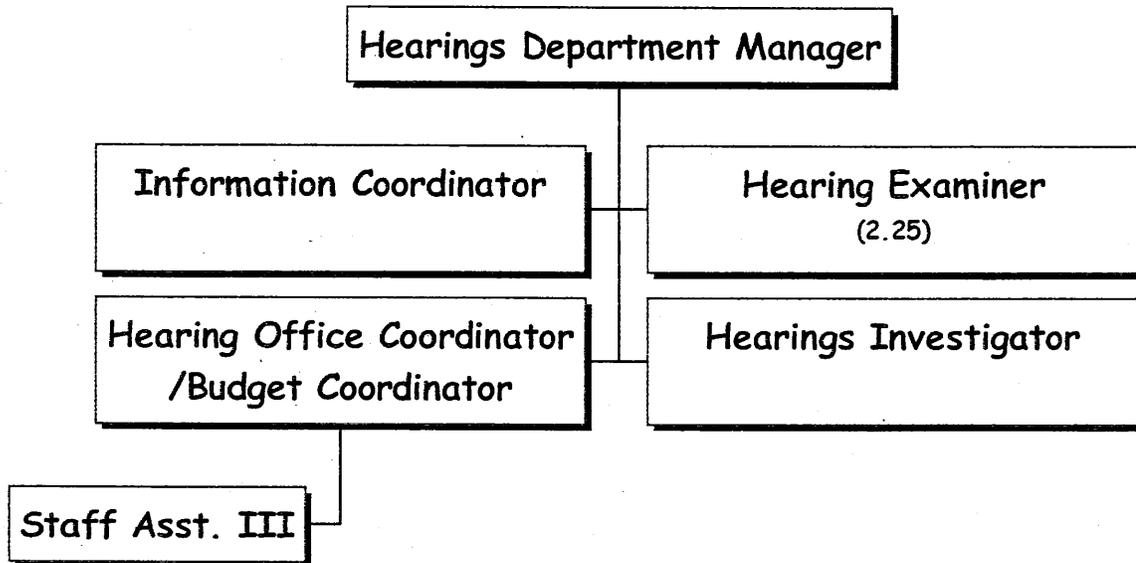
2002/2003 Goals

1. With the assistance of outside training consultants, develop and implement a "Team Building" program of training and improved communication to motivate and re-energize staff for challenges in the future.
2. Oversee the implementation of new technology to enhance existing systems and functions in order to better serve the public and the Agency. Steps to accomplish this goal include the integration of digital cameras and peripherals, completing the conversion of microfiche images to scanned images and exploration of other applications for the scanning technology.
3. Develop and coordinate legislative positions with lobbyist and other rent control jurisdictions.

ADMINISTRATION

OBJ	DESCRIPTION	FY 99/00 ACTUAL EXPENSES	FY 00/01 ACTUAL EXPENSES	FY 2002 REVISED BUDGET	FY 2002 PROJECTED EXPENSES	FY 2003 ADOPTED BUDGET
1100	PERMANENT EMPLOYEES	330,629	258,871	261,428	286,950	288,435
1104	BOARD ALLOWANCE	9,600	6,525	10,500	7,575	10,500
1149	OVERTIME	456	484	600	765	600
1150	AS-NEEDED EMPLOYEES	0	0	0	0	0
1171	MEDICARE EMP CONT	2,868	2,087	1,829	2,418	2,171
1173	INS-COMPENSATION	12,800	15,800	20,500	20,300	16,400
1174	INS-EMPL HEALTH/DENT	27,296	24,490	24,600	17,642	18,480
1177	RETIREMENT CONTRIB	22,071	17,201	17,796	0	18,430
1194	MEDICAL TRUST	0		0	5,112	5,112
1197	OTHER FRINGE BENEFITS	6,762	2,376	36,177	32,624	3,617
	TOTAL SALARIES & WAGES	412,482	327,834	373,430	373,386	363,744
2221	UTIL-TELEPHONE	38,961	53,773	40,590	40,590	41,889
2231	OFFICE SUPPLIES	3,448	2,892	3,400	2,866	8,050
2232	POSTAGE	28,382	32,870	32,487	32,487	32,500
2233	INVENTORY ISSUES	719	529	800	614	4,800
2254	ADVERTISING	4,637	4,982	8,000	8,000	8,000
2261	EQUIPMENT RENTAL	228	239	214	115	120
2262	RENT	0	0	0	0	0
2271	AUTO REIMBURSEMENT	4,020	4,033	4,020	4,020	4,020
2272	MILEAGE	0	60	25	0	875
2282	CONF-MTGS-TRAVEL	6,711	4,525	6,000	6,000	6,000
2290	MEMBERSHIPS & DUES	609	566	650	620	650
2294	INS-VEHICLES	0	500	500	500	1,500
3302	INS-COMPREHENSIVE	23,905	23,043	22,652	21,980	24,538
4404	BOOKS & PERIODICALS	429	839	1,600	1,202	1,600
4411	PRINTING	21,734	21,566	20,175	20,175	20,850
4434	INDIRECT COSTS	170,820	168,300	187,551	187,551	219,179
4439	OTHER COSTS	7,150	29,730	13,200	9,900	9,900
5501	CONTRACTUAL SERVICES	13,434	13,773	136,704	75,805	67,644
5506	PROF SERVICES	41,207	39,749	47,250	77,250	46,250
5511	LEGAL EXPENSE	0	0	0	0	0
5521	TRAINING	573	364	1,000	1,806	36,000
5523	ADMIN. RECORDS	0	0	0	0	0
7724	SERVICE AGREEMENTS	51,460	46,262	23,700	23,700	24,945
	TOTAL SUPPLIES & EXPENSES	418,427	448,595	550,518	515,181	559,310
8803	COMPUTER SYSTEMS	39,181	33,279	152,700	152,700	42,500
8808	OFFICE EQUIPMENT	6,854	16,207	15,500	15,500	14,703
8820	BLDG. RENOVATION	0	0	30,000	20,346	22,000
8855	RESVE-SYST. UPGRADE	8,660	0	0	0	0
	TOTAL CAPITAL OUTLAY	54,695	49,486	198,200	188,546	79,203
	TOTAL BUDGET	885,603	825,915	1,122,148	1,077,113	1,002,257

HEARINGS DEPARTMENT



<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS FY 2001/2002</u>	<u>AUTHORIZED POSITIONS FY 2002/2003</u>
Department Manager	1.00	1.00
Hearing Examiner	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	2.00	1.00
Total positions	8.25	7.25

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 and mediates disputes between landlords and tenants which are not part of on-going 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, and base rent and amenities issues. 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 Staff Assistant, along with clerical staff from other parts of the Agency, provides support to the department through sending out notices of

hearings, typing decisions and processing documents for the document imaging system.

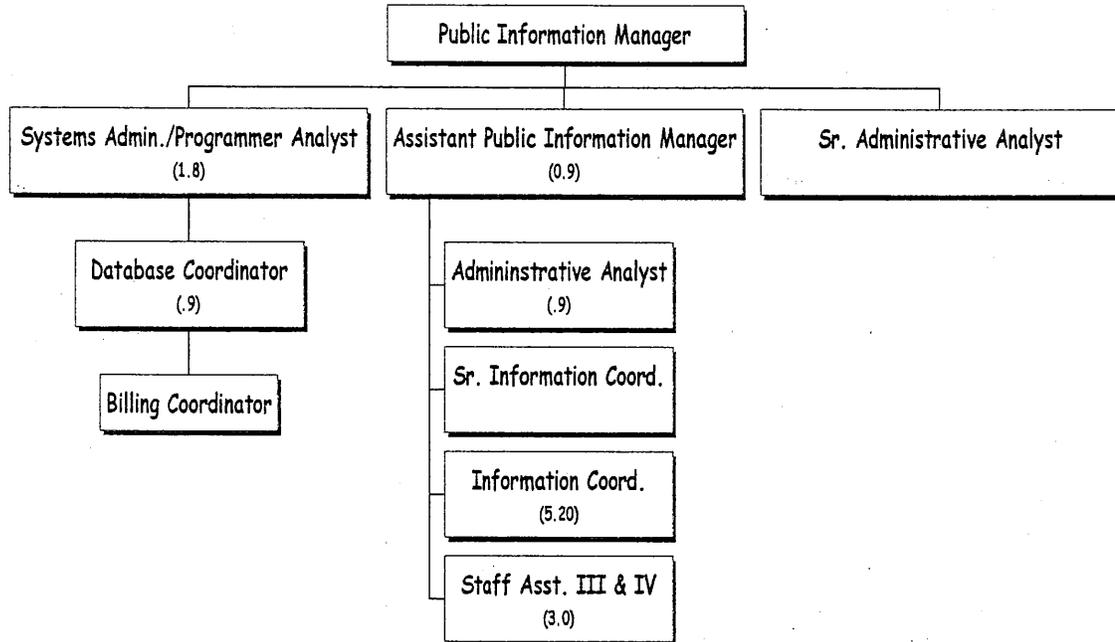
2002/2003 Goals

1. Ensure there is adequate space for holding hearings when the Hearings Department's former offices on Cloverfield Boulevard are no longer available.
2. Incorporate into the hearings process needed changes to the Board's rent increase regulations in response to the Costa Hawkins Law.
3. Explore additional ways to use mediation to solve issues involving landlords and tenants.
4. Participate in community outreach to increase community awareness of the hearings process.
5. Increase interactions with other City Departments regarding habitability and construction issues affecting tenants.

HEARINGS

OBJ	DESCRIPTION	FY 99/00 ACTUAL EXPENSES	FY 00/01 ACTUAL EXPENSES	FY 2002 REVISED BUDGET	FY 2002 PROJECTED EXPENSES	FY 2003 ADOPTED BUDGET
1100	PERMANENT EMPLOYEES	596,615	646,216	628,982	621,872	637,832
1104	BOARD ALLOWANCE	0	0	0	0	0
1149	OVERTIME	2,768	6,303	3,200	11,250	4,600
1150	AS-NEEDED EMPLOYEES	15,828	15,999	19,680	31,662	15,104
1171	MEDICARE EMP CONT	4,458	4,629	3,991	5,130	4,695
1173	INS-COMPENSATION	0	0	0	0	0
1174	INS-EMPL HEALTH/DENT	65,392	71,353	73,800	48,888	49,280
1177	RETIREMENT CONTRIB	38,039	39,857	2,469	0	40,666
1194	MEDICAL TRUST	0		0	14,058	13,632
1197	OTHER FRINGE BENEFITS	5,981	5,129	12,467	2,491	7,569
	TOTAL SALARIES & WAGES	729,082	789,485	744,589	735,351	773,378
2221	UTIL-TELEPHONE	0	0	0	0	0
2231	OFFICE SUPPLIES	4,377	2,679	3,172	2,946	1,958
2232	POSTAGE	1,401	800	500	0	0
2233	INVENTORY ISSUES	650	934	500	191	0
2254	ADVERTISING	0	0	0	0	0
2261	EQUIPMENT RENTAL	776	815	625	0	0
2262	RENT	132,049	132,931	138,293	138,296	117,579
2271	AUTO REIMBURSEMENT	2,400	2,413	2,400	2,400	2,400
2272	MILEAGE	810	694	900	732	0
2282	CONF-MTGS-TRAVEL	0	0	0	0	0
2290	MEMBERSHIPS & DUES	1,335	1,110	1,419	1,330	1,434
2294	INS-VEHICLES	0	0	0	0	0
3302	INS-COMPREHENSIVE	0	0	0	0	0
4404	BOOKS & PERIODICALS	2,783	2,411	600	200	400
4411	PRINTING	0	0	0	0	0
4434	INDIRECT COSTS	0	0	0	0	0
4439	OTHER COSTS	0	0	8,500	1,052	0
5501	CONTRACTUAL SERVICES	17,544	16,573	12,106	15,053	10,792
5506	PROF SERVICES	5,514	1,978	4,900	4,900	5,950
5511	LEGAL EXPENSE	0	0	0	0	0
5521	TRAINING	799	1,109	1,300	1,300	1,500
5523	ADMIN. RECORDS	0	0	0	0	0
7724	SERVICE AGREEMENTS	5,542	6,465	1,987	1,420	1,219
	TOTAL SUPPLIES & EXPENSES	175,980	170,912	177,202	169,820	143,232
8803	COMPUTER SYSTEMS	0	0	0	0	0
8808	OFFICE EQUIPMENT	0	0	0	0	0
8820	BLDG. RENOVATION	0	0	0	0	0
8855	RESVE-SYST. UPGRADE	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	TOTAL BUDGET	905,061	960,396	921,791	905,172	916,609

PUBLIC INFORMATION DEPARTMENT



<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS FY 2001/2002</u>	<u>AUTHORIZED POSITIONS FY 2002/2003</u>
Public Information Manager	1.00	1.00
Assistant Public Info. Manager	.90	.90
Sr. Administrative Analyst	.90	1.00
Systems Administrator/ Programmer Analyst	1.80	1.80
Administrative Analyst	.90	.90
Database Coordinator	.90	.90
Information Coordinator	3.20	5.20
Sr. Information Coordinator	.90	1.00
Billing Coordinator	1.00	1.00
Staff Assistant IV	2.00	2.00
Staff Assistant III	1.00	1.00
Total positions	14.50	16.70

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 and in anticipation of the retirement of a staff member working as an information coordinator, this budget includes two new Information Coordinator positions, one of which was approved by the Board in April 2002. 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 investigate and lapse owner-occupied exemptions when appropriate.

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.

The Billing Coordinator, 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, Section 8, 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.

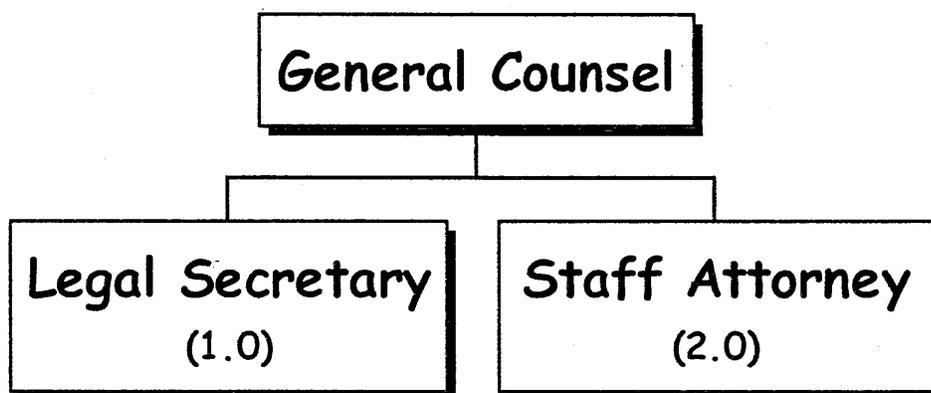
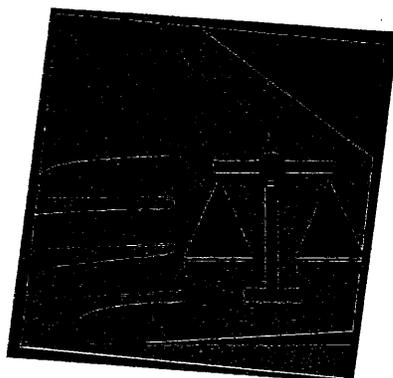
2002/2003 Goals

1. Reconfigure public counter and adjacent staff area for improved public service and to incorporate new scanned document retrieval system.
2. Modify Rent database to track demolition of formerly controlled units and reflect new residential development on these properties.
3. Develop public outreach materials and conduct informational sessions on the rent control law for local interest groups including neighborhood groups, apartment owner associations, and real estate professionals.
4. Expand information sharing sessions with other city departments and agencies with whom we cooperate (i.e. Planning and Zoning, Code Enforcement, Housing, Section 8 and Legal Aid Foundation).

PUBLIC INFORMATION

OBJ	DESCRIPTION	FY 99/00 ACTUAL EXPENSES	FY 00/01 ACTUAL EXPENSES	FY 2002 REVISED BUDGET	FY 2002 PROJECTED EXPENSES	FY 2003 ADOPTED BUDGET
1100	PERMANENT EMPLOYEES	944,787	886,149	944,877	982,070	1,080,624
1104	BOARD ALLOWANCE	0	0	0	0	0
1149	OVERTIME	3,309	2,553	3,615	3,204	3,000
1150	AS-NEEDED EMPLOYEES	1,122	20,599	0	9	0
1171	MEDICARE EMP CONT	10,580	9,382	9,810	11,474	11,800
1173	INS-COMPENSATION	0	0	0	0	0
1174	INS-EMPL HEALTH/DENT	123,772	121,460	131,200	93,135	104,720
1177	RETIREMENT CONTRIB	62,083	56,726	63,711	0	69,948
1194	MEDICAL TRUST	0	0	0	27,264	28,968
1197	OTHER FRINGE BENEFITS	7,487	6,955	16,465	3,480	8,803
	TOTAL SALARIES & WAGES	1,153,141	1,103,825	1,169,677	1,120,636	1,307,864
2221	UTIL-TELEPHONE	0	0	0	0	0
2231	OFFICE SUPPLIES	7,092	5,263	6,290	6,290	2,110
2232	POSTAGE	0	0	0	0	0
2233	INVENTORY ISSUES	3,471	1,640	2,900	2,900	0
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	0	50	96	0
2282	CONF-MTGS-TRAVEL	0	0	0	0	0
2290	MEMBERSHIPS & DUES	0	0	825	0	225
2294	INS-VEHICLES	0	0	0	0	0
3302	INS-COMPREHENSIVE	0	0	0	0	0
4404	BOOKS & PERIODICALS	412	0	40	0	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	200	4,300	785	5,270
5523	ADMIN. RECORDS	0	0	0	0	0
7724	SERVICE AGREEMENTS	0	0	0	0	0
	TOTAL SUPPLIES & EXPENSES	15,799	9,503	16,805	12,471	10,045
8803	COMPUTER SYSTEMS	0	0	0	0	0
8808	OFFICE EQUIPMENT	0	0	0	0	0
8820	BLDG. RENOVATION	0	0	0	0	0
8855	RESVE-SYST. UPGRADE	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0
	TOTAL BUDGET	1,168,940	1,113,328	1,186,483	1,133,107	1,317,909

LEGAL DEPARTMENT



CLASSIFICATION	AUTHORIZED POSITIONS FY 2001/2002	AUTHORIZED POSITIONS FY 2002/2003
General Counsel	1.0	1.0
Staff Attorney	2.0	2.0
Legal Secretary	1.0	1.0
Total positions	4.0	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.

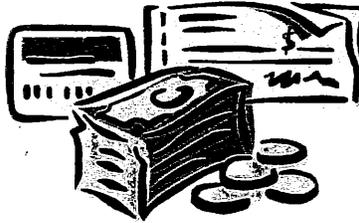
2002/2003 Goals

1. Develop more effective ways of enforcing various Board agreements deed-restricting units to very low- and low-income tenants, including drafting regulations to aid in enforcement of settlement agreements which have no enforcement provisions.
2. Integrate new staff attorney and legal secretary into the Legal Department.
3. Complete amendment of fair return and removal permit standards to account for vacancy decontrol.

LEGAL

OBJ	DESCRIPTION	FY 99/00 ACTUAL EXPENSES	FY 00/01 ACTUAL EXPENSES	FY 2002 REVISED BUDGET	FY 2002 PROJECTED EXPENSES	FY 2003 ADOPTED BUDGET
1100	PERMANENT EMPLOYEES	484,868	480,436	373,067	367,622	386,754
1104	BOARD ALLOWANCE	0	0	0	0	0
1149	OVERTIME	8,144	1,730	0	205	240
1150	AS-NEEDED EMPLOYEES	13,731	0	4,760	688	1,120
1171	MEDICARE EMP CONT	7,413	6,925	5,135	5,604	5,628
1173	INS-COMPENSATION	0	0	0	0	0
1174	INS-EMPL HEALTH/DENT	29,840	27,893	32,800	16,161	24,640
1177	RETIREMENT CONTRIB	31,673	28,346	456	0	24,673
1194	MEDICAL TRUST	0	0	0	6,816	6,816
1197	OTHER FRINGE BENEFITS	4,568	3,024	7,153	1,509	4,771
	TOTAL SALARIES & WAGES	580,237	548,354	423,371	398,605	454,641
2221	UTIL-TELEPHONE	0	0	0	0	0
2231	OFFICE SUPPLIES	968	534	1,100	571	0
2232	POSTAGE	0	0	0	0	0
2233	INVENTORY ISSUES	79	86	100	639	0
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	0	50	0	0
2282	CONF-MTGS-TRAVEL	0	0	0	0	0
2290	MEMBERSHIPS & DUES	1,805	1,605	1,410	1,330	1,434
2294	INS-VEHICLES	0	0	0	0	0
3302	INS-COMPREHENSIVE	8,754	0	0	0	0
4404	BOOKS & PERIODICALS	0	6,808	6,400	6,400	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	5,353	3,500	7,376	6,300
5506	PROF SERVICES	10,194	5,657	7,500	7,500	10,000
5511	LEGAL EXPENSE	64,743	2,086	50,000	50,000	110,000
5521	TRAINING	1,354	2,645	1,500	905	1,500
5523	ADMIN. RECORDS	0	4,568	8,500	4,000	4,500
7724	SERVICE AGREEMENTS	0	0	0	0	0
	TOTAL SUPPLIES & EXPENSES	94,813	31,740	82,460	81,120	142,534
8803	COMPUTER SYSTEMS	0	0	0	0	0
8808	OFFICE EQUIPMENT	0	1,000	0	0	0
8820	BLDG. RENOVATION	0	0	0	0	0
8855	RESVE-SYST. UPGRADE	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	1,000	0	0	0
	TOTAL BUDGET	675,050	581,094	505,831	479,724	597,175

REVENUE PROJECTION



Revenue for fiscal year 2002/2003 is projected to be \$3,643,402. The projection for revenue is based on the same registration fee that has been in effect for the past five 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. However, during the prior fiscal year (01/02) there was also an increase in the number of billable units due to the addition of some TORCA units previously not billed. An amendment in the Costa Hawkins Law and to Rent Control Regulations during fiscal year 2001/2002 allowed the rent levels of TORCA units not separately sold to be controlled once again. These units will eventually become permanently decontrolled as single family dwellings once they are separately sold. However, staff believes this will be a gradual process over the next several years or longer.

Based on analysis of the database and projections of current trends such as fee waiver applications and rates of TORCA unit sales, the revenue projection begins with 26,516 billable units. Additional surcharges are projected for 117 Incentive Housing Program units, bringing the projected number of billable units to 26,633.

It is estimated 130 billable units will be lost in the coming year through exemptions and new fee waivers, reducing the total number of units billed to 26,503.

Registration fee refunds occur when fees are paid at the beginning of the fiscal year for 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 are also given for overpayments of billed fees. Projections for FY 01/02 reflect a drop in the total number of refunds issued as compared to prior fiscal years. It is believed the drop in refunds was primarily due to a decrease in the number of senior fee waivers which, staff believes, will continue in the upcoming fiscal year. Conversely, projections for refunds issued for Section 8 tenants for fiscal year 01/02 reflect an increase over prior years. Staff believes Section 8 refunds will continue to increase in fiscal year 2002/2003. Therefore, staff is projecting that \$21,000 will be refunded over the course of the year.

With a registration fee of \$11 per month, based on an estimate of 26,503 controlled billable rental units, the revenue would be \$3,498,396. Net registration fees after subtracting projected refunds (\$21,000) would be \$3,477,396.

Interest Earnings The second source of revenue is interest earnings on City-invested Rent Control funds, estimated to be \$153,806. The City Treasurer is estimating a rate of return on invested funds of 3.6%; 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. Staff estimates that the Agency will receive \$4,000 in new administrative records fees in 2002/03, some of which may need to be reimbursed. All unexpended funds will become unreserved funds for the Agency.

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 2002, a total of \$3,250 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, fiche or scanned copies, are projected to be \$4,000.

SOURCES OF REVENUE

Registration Fees - 26,503 units ¹	\$3,498,396	
Refunded Registration Fees	- <u>21,000</u>	
Registration Fees Subtotal		3,477,396
Interest Earnings @ 3.6%		153,806
Administrative Records Charges		4,000
Filing Fees		4,200
Miscellaneous Charges		<u>4,000</u>
Total Revenue		\$3,643,402

At the end of fiscal year 2001/2002, the Agency's unreserved, undesignated fund balance, which is the Agency's "safety net" in case of emergency, is projected to be about \$1,700,000. The proposed budget has a deficit of \$190,548 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 ²	<u>0</u>	<u>0</u>	<u>0</u>
Total	\$98,902	\$0	\$98,902

¹ Includes surcharges for 117 Incentive Housing Program units and projected loss of 130 billable units.

² The EAC Layoff Fund Reserves were moved into the operating budget for the prior fiscal year (01/02) and the fund was closed.

