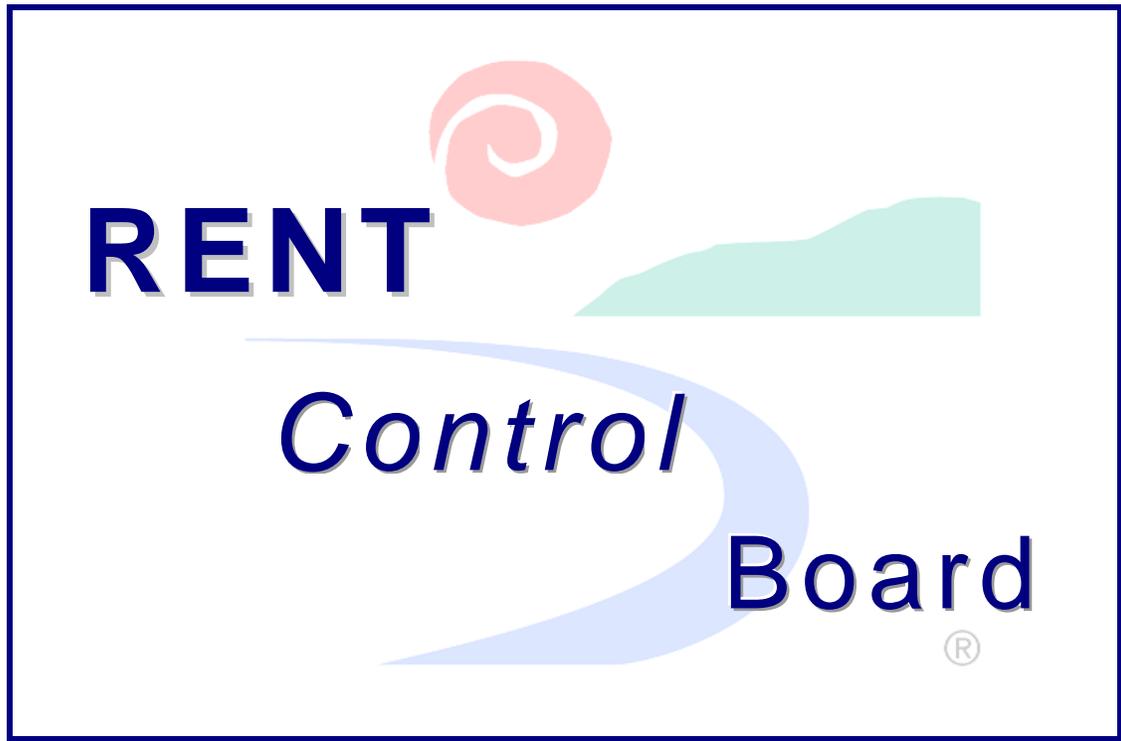


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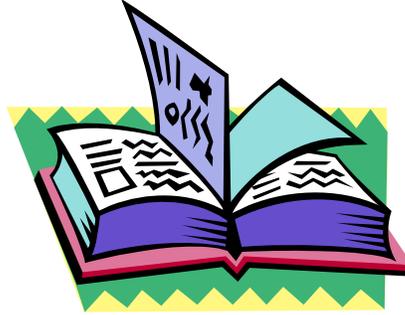


ANNUAL OPERATING BUDGET

FY 2009 / 2010

Adopted
June 11, 2009

TABLE OF CONTENTS



AGENCY ORGANIZATION AND GOALS

Agency Organization Chart.....	i
Labor Summary.....	ii
Agency Goals.....	iii

2009/2010 ADOPTED AGENCY BUDGET

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

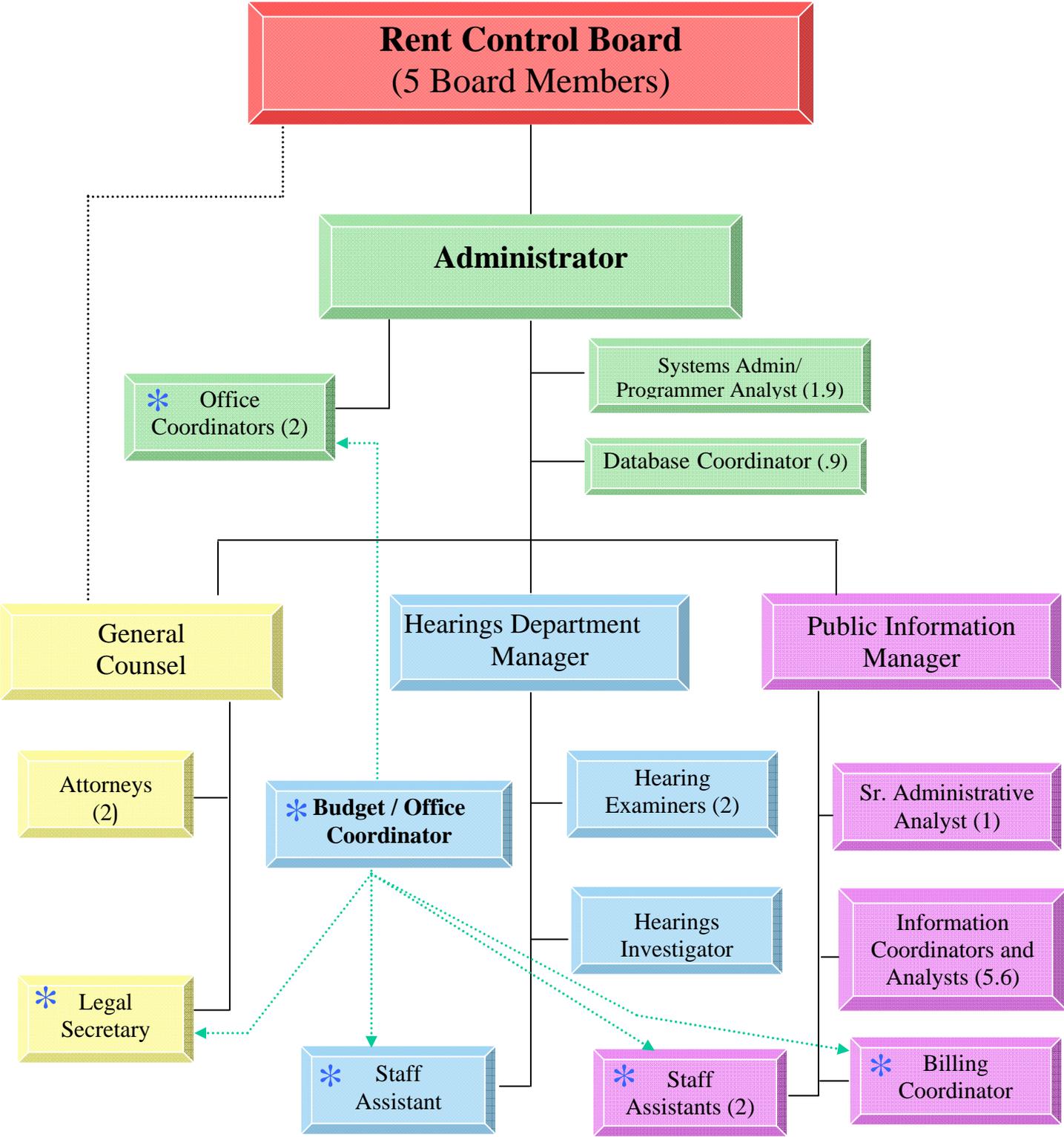
DEPARTMENTAL DESCRIPTIONS AND BUDGETS

Descriptions.....	19
Adopted Budgets.....	27

ADOPTED REVENUE PROJECTION

Revenue Analysis.....	31
Sources of Revenue.....	33
Designated Balance Sheet Reserves.....	33

Santa Monica Rent Control Board Organization Chart



LABOR SUMMARY
FY 2009/2010 ADOPTED

<i>CLASSIFICATION</i>	<i>AUTHORIZED POSITIONS 2006/07</i>	<i>AUTHORIZED POSITIONS 2007/2008</i>	<i>AUTHORIZED POSITIONS 2008/2009</i>	<i>AUTHORIZED POSITIONS 2009/2010</i>	<i>AMOUNT OF CHANGE 08/09 -- 09/10</i>
Administration	3.00	3.00	5.80	5.80	0.00
Hearings	6.50	6.00	6.00	6.00	0.00
Public Information	14.30	16.40	12.60	10.60	-2.00
Legal	4.00	4.00	4.00	4.00	0.00
Total	27.80	29.40	28.40	26.40	-2.00

PERMANENT STAFF BY CLASSIFICATION
FY 2009/2010 - ADOPTED

<i>CLASSIFICATION</i>	<i>AUTHORIZED POSITIONS 2006/07</i>	<i>AUTHORIZED POSITIONS 2007/08</i>	<i>AUTHORIZED POSITIONS 2008/09</i>	<i>AUTHORIZED POSITIONS 2009/10</i>	<i>AMOUNT OF CHANGE 08/09 -- 09/10</i>
Administrator	1.00	1.00	1.00	1.00	0.00
Assist. Public Information Mgr.	0.90	0.00	0.00	0.00	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	0.90	0.90	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
Hearings Investigator	1.00	1.00	1.00	1.00	0.00
Hearing Examiner	2.50	2.00	2.00	2.00	0.00
Information Analyst	2.00	2.00	1.00	3.60	+2.60
Information Coordinator	2.60	4.60	4.60	2.00	-2.60
Legal Secretary II	1.00	1.00	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
Sr. Administrative Analyst	1.00	2.00	2.00	1.00	-1.00
Sr. Information Coordinator	1.00	1.00	1.00	0.00	-1.00
Sr. Litigation Staff Attorney	0.00	1.00	1.00	1.00	0.00
Staff Assistant III	2.00	3.00	3.00	3.00	0.00
Staff Assistant IV	1.00	0.00	0.00	0.00	0.00
Staff Attorney	2.00	1.00	1.00	1.00	0.00
Sys. Admin. / Prog. Analyst	1.90	1.90	1.90	1.90	0.00
TOTAL	27.80	29.40	28.40	26.40	-2.00

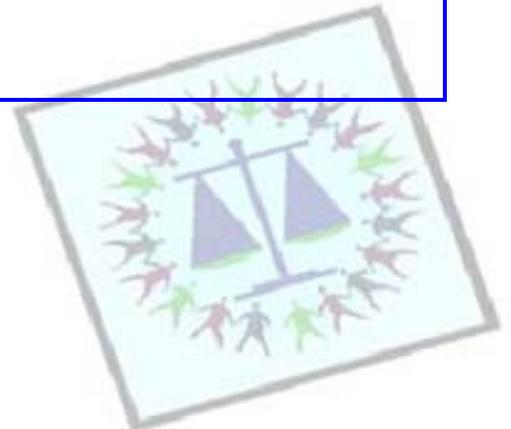


AGENCY GOALS

2009/2010



1. Continue to provide excellent public service while the Agency integrates new personnel and cross-trains existing staff members to address changes necessitated by the retirements of long-term staff members.
2. Explore methods under the Rent Control Law to respond to the impact on housing caused by the economic crisis.
3. Monitor properties removed from rent control under the Ellis Act to determine their current use and, when indicated, take affirmative legal action to enforce the terms of the Ellis Act. Continue to work with the multi-departmental Ellis Task Force to determine on-going compliance with City-imposed restrictions on the use of withdrawn properties.
4. Monitor properties that receive owner-occupied exemptions to ensure owners are complying with the law's good faith requirement. Lapse the exemptions where appropriate.
5. Develop continuing education opportunities for the Board members, including ethics and Brown Act training.



AGENCY BUDGET

OBJ	DESCRIPTION	FY 04-05 ACTUAL EXPENSES	FY 05-06 ACTUAL EXPENSES	FY 06-07 ACTUAL EXPENSES	FY 07-08 ACTUAL EXPENSES	FY 08-09 ADOPTED BUDGET	FY 08-09 PROJECTED EXPENSES	FY 09-10 ADOPTED BUDGET
1100	PERMANENT EMPLOYEES	2,601,979	2,630,168	2,567,750	2,613,696	2,782,532	2,708,957	2,767,467
1104	BOARD ALLOWANCE	6,150	6,000	6,075	6,675	7,125	4,800	6,750
1149	OVERTIME	4,885	3,956	4,993	7,207	5,000	5,313	5,000
1150	AS-NEEDED EMPLOYEES	11,157	33,989	57,132	14,169	0	20,090	0
1171	MEDICARE EMP CONT	25,401	27,541	27,566	28,946	33,623	33,154	35,093
1173	INS-COMPENSATION	27,200	21,500	22,800	19,100	19,800	19,800	19,900
1174	INS-EMPL HEALTH/DENT	217,231	275,926	298,099	302,674	339,020	330,602	336,256
11743B	Health		242,625	267,352	270,186	297,957	298,136	304,214
11748	Dental		29,395	27,128	28,851	37,103	28,724	28,208
11749	Vision		3,906	3,619	3,638	3,959	3,742	3,834
1177	RETIREMENT CONTRIB	327,037	430,821	364,067	423,921	452,602	436,845	431,998
1194	MEDICAL TRUST	58,430	51,262	46,292	45,014	47,854	46,576	46,008
1197	OTHER FRINGE BENEFITS	11,614	8,641	8,285	27,214	15,008	15,447	16,164
	TOTAL SALARIES & WAGES	3,291,084	3,489,803	3,403,058	3,488,616	3,702,565	3,621,583	3,664,636
2221	UTIL-TELEPHONE	24,431	24,011	25,656	23,854	28,000	25,587	28,000
2231	OFFICE SUPPLIES	12,283	12,215	11,383	12,535	14,800	14,800	14,800
2232	POSTAGE	33,422	35,013	36,468	36,202	39,500	39,500	40,000
2233	INVENTORY ISSUES	3,734	3,915	4,535	3,424	5,200	5,200	4,800
2254	ADVERTISING	4,523	2,289	5,506	2,769	4,000	4,000	4,000
2261	EQUIPMENT RENTAL	120	110	76	48	120	120	120
2262	RENT	27,149	29,756	25,265	23,831	18,305	10,873	15,430
2271	AUTO REIMBURSEMENT	8,544	8,066	8,015	7,020	8,220	7,620	6,620
2272	MILEAGE	526	393	357	361	475	373	400
2282	CONF-MTGS-TRAVEL	4,650	2,705	6,707	7,642	6,000	6,000	6,000
2290	MEMBERSHIPS & DUES	3,868	3,643	3,695	3,509	4,090	3,285	4,339
2294	INS-VEHICLES	0	700	900	900	900	900	1,900
3302B	INS-COMPREHENSIVE	35,331	33,627	38,168	41,921	39,931	30,232	39,590
4404	BOOKS & PERIODICALS	8,308	11,376	12,295	11,279	11,500	11,888	12,500
4411	PRINTING	24,251	21,895	25,099	23,653	28,800	28,800	29,850
4434	INDIRECT COSTS	195,789	247,866	268,156	237,545	237,726	237,726	267,442
4439	OTHER COSTS	36,834	7,700	30,474	30,950	33,250	36,886	28,250
5501	CONTRACTUAL SERVICES	33,436	33,393	30,969	27,638	30,300	29,046	31,950
5506	PROF SERVICES	69,112	77,189	73,790	70,242	89,300	89,300	70,500
5511	LEGAL EXPENSE	14,709	120,711	12,062	44,700	50,000	30,000	50,000
5521	TRAINING	5,058	1,130	5,351	5,768	10,100	5,578	11,500
7724	SERVICE AGREEMENTS	32,499	27,984	32,851	35,043	37,280	37,280	39,500
	TOTAL SUPPLIES & EXPENSES	578,575	705,686	657,779	650,833	697,797	647,355	707,490
8803	COMPUTER SYSTEMS	13,106	6,022	7,219	7,436	8,500	8,500	5,500
8808	OFFICE EQUIPMENT	13,130	10,107	11,844	10,760	10,200	10,200	10,500
8820	BLDG. RENOVATION	9,960	180	952	4,170	3,000	3,000	3,000
8855	RESVE-SYST. UPGRADE	0	0	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	36,196	16,309	20,015	22,365	21,700	21,700	19,000
	TOTAL BUDGET	3,905,855	4,211,798	4,080,851	4,161,815	4,422,061	4,290,638	4,391,127

SALARIES AND WAGES

1100 PERMANENT EMPLOYEES  **ALLOCATION: \$2,767,467**

Total Agency Positions - 26.40

•Administration	5.80	positions	\$655,571
•Hearings	6.00	positions	746,216
•Public Information	10.60	positions	821,236
•Legal	4.00	positions	544,444
•Agency Total	26.40	positions	\$2,767,467

A cost-of-living increase is imputed for all salaries. Calculations of other staff benefits including deferred compensation and various payouts are included.

1104 BOARD ALLOWANCE  **ALLOCATION: \$6,750**

Rent Control Board Commissioners each receive \$75 per meeting they attend. This allocation provides funds for eighteen meetings.

1149 OVERTIME  **ALLOCATION: \$5,000**

The allocation covers \$600 for Administration, \$1,650 for Hearings, \$2,500 for Public Information and \$250 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 for attending Agency-sponsored seminars and community meetings. The overtime for the Hearings Department will be used primarily by the Budget/Office Coordinator and the Hearings Investigator when necessary to complete time-sensitive projects.

**1150 AS-NEEDED
EMPLOYEES**



**ALLOCATION:
\$0**

Staff does not anticipate the need for hiring as-needed employees to supplement the existing permanent staff during the fiscal year. However, if help is needed during the year to cover any absences by permanent staff, as-needed staff may be hired, and savings from the permanent employees' salaries will be used to offset the cost.

**1171 INSURANCE,
MEDICARE**



**ALLOCATION:
\$35,093**

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:
\$19,900**

The Rent Control Board participates in the City of Santa Monica Workers' Compensation Fund. The Agency's share is based on the total number of employees, with a factor for past and existing claims. The City's total Workers' Compensation budget is \$7.9 million. The Rent Control allocation of \$19,900 represents 0.3% of the total costs.

**1174 INSURANCE,
EMPLOYEE HEALTH, DENTAL AND VISION**



**ALLOCATION:
\$336,256**

The allocation is based on the 2009 premiums for the health, dental and vision plans that are provided for all permanent employees and their dependents. This budget uses actual amounts for each employee. Individual plan changes and/or rate changes during the fiscal year may affect the amount actually expended.

•Health	\$304,214
•Dental	28,208
•Vision	3,834

**1177 RETIREMENT
CONTRIBUTION**



**ALLOCATION:
\$431,998**

For fiscal year 09/10 the retirement contribution rate of 15.944% of staff salaries reflects a decrease from the 16.758 % rate used in fiscal year 08/09.

**1194 MEDICAL
TRUST**



**ALLOCATION:
\$46,008**

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

**1197 OTHER
FRINGE BENEFITS**



**ALLOCATION:
\$16,164**

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: \$28,000**

This allocation covers telephone expenses for the Agency, including computer network connections.

2231 OFFICE SUPPLIES  **ALLOCATION: \$14,800**

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: \$40,000**

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

- General Adjustment/Registration Fee Mailings \$ 8,100
- Newsletter Mailings (2) 13,000
- Postcard Mailing (1) 9,200
- General Mailings 7,800
- Miscellaneous Postal Fees 1,900

**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 printed envelopes.

2254



ADVERTISING

**ALLOCATION:
\$4,000**

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

**2261 EQUIPMENT
RENTAL**



**ALLOCATION:
\$120**

This allocation is for leasing the water coolers in the Rent Control Offices.

2262



RENT

**ALLOCATION:
\$15,430**

There is insufficient space in City Hall to provide space for hearing rooms and the Agency rents space outside of City Hall to hold hearings. In October 2008, the Agency leased space (280 square feet) from the City's Housing and Economic Development Department, which is located at 1901 Main Street. The lease provides for monthly payments of \$1,029 through April 2010 and payments of \$1,080 for May through June 2010. The allocation includes payments for the Agency's portion of cleaning expenses and the Agency's portion of operating expenses (estimated at \$2,200 for the year).

2271

**AUTO
REIMBURSEMENT**



**ALLOCATION:
\$6,620**

This line item represents monthly car allowances for staff.

2272

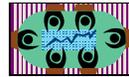
MILEAGE



**ALLOCATION:
\$400**

This allocation provides mileage reimbursements at \$0.55 cents per mile.

2282 **CONFERENCES,
MEETINGS, TRAVEL**



**ALLOCATION:
\$6,000**

The Board and staff incur travel expenses for trips to Sacramento to attend conferences, 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:
\$4,339**

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:
\$1,900**

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:
\$39,590**

❖ **General Liability: \$38,732**

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

❖ **Multi-Peril Insurance for Property at City Hall and the Hearings Department hearing room: \$600**

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 hearings space with a \$1,000 deductible.

❖ **Faithful Performance Bond: \$258**

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

**4404 BOOKS AND
PERIODICALS**



**ALLOCATION:
\$12,500**

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:
\$29,850**

- Charter Amendment and Regulations, Instructions, Information sheets, and Miscellaneous Notices \$5,050
- Newsletter (2 issues) and MAR Postcard (1) 10,900
- General Adjustment Letters 11,000
- Registration Fee Bills/Envelopes 1,400
- Owner and Tenant Vacancy Registration Forms 1,500

**4434 ADMINISTRATIVE
INDIRECT COSTS**



**ALLOCATION:
\$267,442**

Each year the City assesses the Agency for various services provided during a fiscal year. This fee covers maintenance costs of office space within City Hall and the various services provided by the departments of Finance, Purchasing, Human Resources, General Services and Information Systems. These costs are distributed among all City departments according to an allocation base which approximates the Rent Control Board's share of overhead and service costs.

The Cost Allocation plan currently used is based on the plan which was modified and updated for fiscal year 2004/2005. The indirect costs to be paid in fiscal year 2009/2010 are based on activities during fiscal year 2007/2008.

The Finance Department has not yet issued the detailed report outlining the assessed amounts for the various categories, the allocation percentages and allocation bases for the costs incurred during fiscal year 2007/2008. Until that report is issued, the City has instructed all departments to project a twelve and one-half percent increase (12.5%) over last year's costs for all categories. The itemizations on the following four pages reflect the estimated costs.

The detail report is not expected to be issued until June 23, 2009 when it is anticipated the City's budget will be adopted. Once the detail report is issued, staff will review the report and discuss any required adjustments with Finance staff. If the total amount of indirect costs is different from the total projected in this budget, staff will address the issue in the mid-year budget report for fiscal year 2009/2010 and will make any necessary recommendations for revisions to the budget at that time. The mid-year report is generally issued between April and May.

Any changes to the total amount of indirect costs will affect the amount of the deficit currently indicated in this budget.

The following itemizes the source of the charges, a description of services rendered, the allocation base used, and the percentage used to calculate the Rent Control assessment. All figures are based on a 12.5% increase over costs paid in fiscal year 2008/2009. The allocation percentages are the same as last year's figures.

❖ **City Manager - City Hall Receptionist: \$1,987**

❖ **Allocation Percentage - 1.383%**

Services Rendered – Provide direction and information to members of the public and other visitors to City Hall.

Allocation Base – Authorized Full Time Positions in 2007/08.

❖ **City Attorney - \$818**

❖ **Civil Legal Services: \$818**

Allocation Percentage – 0.010%

Services Rendered – Provide legal advisory services for personnel matters.

Allocation Base – Estimate of time spent in 2007/08.

❖ **Revenue - \$12,384**

❖ **Cash Receipts: \$12,182**

Allocation Percentage – 1.190%

Services Rendered – Process the registration fees submitted by property owners and miscellaneous revenue collections.

Allocation Base – Number of cash receipts processed in 2007/08.

❖ **Cash Management: \$202**

Allocation Percentage – 1.47%

Services Rendered - Manage the City's investment portfolio which includes Rent Control funds.

Allocation Base - These costs are divided equally among all interest earning funds with a 50% downward adjustment for Rent Control.

❖ **Facilities Management - City Hall Maintenance: \$50,416**

❖ **Allocation Percentage – 9.392%**

Services Rendered - Structural maintenance and utility expenses for City Hall.

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

❖ **Maintenance Management -City Hall Custodial Services: \$78,895**

❖ **Allocation Percentage – 9.392%**

Services Rendered – Provide custodial services at City Hall

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

❖ **Building Use Allowance - City Hall Building Use: \$15,836**

❖ **Allocation Percentage – 9.392%**

Services Rendered – Provide general building improvements to City Hall.
Allocation Base - Square feet occupied by Rent Control Board offices in City Hall.

❖ **Central Warehouse Services - \$1,429**

❖ **Allocation Percentage – 0.488%**

Services Rendered – Store and deliver copy paper and other paper goods to the Agency.

Allocation Base – Actual expenditures in this category in 2007/08.

❖ **Human Resources - \$13,341**

❖ **Benefit Administration: \$6,376** **Allocation Percentage - 1.527%**

Services Rendered – Administer employee benefits for all permanent employees.

Allocation Base - Authorized permanent employees for 2007/08

❖ **Benefit Administration: \$298** **Allocation Percentage - 0.350%**

Services Rendered – Administer employee benefits for all as-needed employees.

Allocation Base - Authorized as-needed employees for 2007/08.

❖ **Class & Compensation Studies: \$3,312** **Allocation Percentage – 2.094%**

Services Rendered – Prepare job classification and compensation studies.

Allocation Base – Number of permanent employees for 2007/08.

❖ **Employee Training: \$3,355** **Allocation Percentage – 1.792%**

Services Rendered – Provide employee development and training programs.

Allocation Base - Authorized full and part time positions for 2007/08.

❖ **Support Services – \$6,555**

❖ **Printing Services: \$2,553** **Allocation Percentage – 0.563%**

Services Rendered – Provide printing and copying services for the Agency.

Allocation Base – Actual Print Shop Charges for 2007/08

❖ **Mail Services: \$4,002** **Allocation Percentage – 1.812%**

Services Rendered – Provide mail services and postage for the Agency mail.

Allocation Base – Actual Postage Charges for 2007/08.

❖ **Records & Election Services - Administration – \$517**

❖ **Printing Services: \$74** **Allocation Percentage – 0.563%**

Services Rendered – Provide printing and copying services for the Agency.

Allocation Base – Actual Print Shop Charges for 2007/08

❖ **Mail Services: \$443** **Allocation Percentage – 1.812%**

Services Rendered – Provide mail services and postage for the Agency mail.

Allocation Base – Actual Postage Charges for 2007/08.

❖ **Information Systems - Operations: \$41,170**

❖ **PC/Network Support: \$9,476** **Allocation Percentage – 0.532%**

Services Rendered – Provide computer and network support.

Allocation Base – Number of computers and printers (adjusted to .25% since the Agency's own computer staff maintains the department's computers and internal network services).

❖ **Telecommunications Support: \$12,477** **Allocation Percentage – 2.042%**

Services Rendered – Provide telecommunications support.

Allocation Base – Number of telecommunication lines.

❖ **Help Desk/Training Services: \$7,868** **Allocation Percentage – 1.491%**

Services Rendered – Provide computer help and training services.

Allocation Base – Number of computers, printers and telecommunication lines.

❖ **Application Development/Support: \$2,006** **Allocation Percentage – 0.096%**

Services Rendered – Provide application development and database support services.

Allocation Base – Detailed time records of Information Systems Staff.

❖ **Web Services: \$7,242** **Allocation Percentage – 1.383%**

Services Rendered – Provide mainframe web services for City web pages.

Allocation Base – Number of full and part time employees

❖ **GIS Services: \$2,101** **Allocation Percentage – 0.333%**

Services Rendered – Provide geographic information services support.

Allocation Base – Detailed time records of Information Systems Staff.

❖ **Finance - \$44,094**

❖ **Finance Admin. & Budget**

Budget Prep./Support: \$20,003 Allocation Percentage - 1.440%

Services Rendered - Maintain and update the Agency's budget within the City's Financial Accounting System.

Allocation Base - Adjusted actual expenditures in 2007/08.

❖ **Cash Management: \$2,107 Allocation Percentage - 1.47%**

Services Rendered - Manage the City's investment portfolio which includes Rent Control funds.

Allocation Base - These costs are divided equally among all interest-earning funds with a 50% downward adjustment for Rent Control.

❖ **Financial Operations**

Accounts Payable: \$5,292 Allocation Percentage - 0.968%

Services Rendered - Disburse funds to vendors and conduct other necessary accounting activities.

Allocation Base - Number of warrants issued in 2007/08.

❖ **Financial Operations**

Budget Prep. & Support: \$484 Allocation Percentage - 1.440%

Services Rendered - Provide information and assistance to Rent Control staff on budget-related matters.

Allocation Base - Adjusted actual expenditures in 2007/08.

❖ **Financial Operations**

General Accounting: \$3,476 Allocation Percentage - 0.293%

Services rendered - Provide accounting services, such as compiling financial reports and maintaining financial accounting systems.

Allocation Base - Actual supplies and expenses for 2007/08.

❖ **Financial Operations**

Payroll: \$8,544 Allocation Percentage - 1.383%

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

Allocation Base - Authorized full-time positions in 2007/08.

❖ **Financial Operations**

Purchasing Services: \$4,188 Allocation Percentage - 0.553%

Services Rendered - Acquisition of services, materials and supplies for the Agency.

Allocation Base - Number of purchasing transactions for the Agency in 2007/08.

4439 OTHER COSTS



**ALLOCATION:
\$28,250**

The allocation covers the cable television costs for coverage of 15 televised Rent Control Board meetings at \$550 per meeting. The allocation also includes \$20,000 if the Board elects to commission an in-depth study of any of the expense components used in the Board's annual general adjustment report.

5501 CONTRACTUAL SERVICES



**ALLOCATION:
\$31,950**

❖ **Administration: \$18,450**

- Mailhouse services for mass mailings \$6,000
- Mailhouse services for the newsletter & postcard 4,860
- Design and layout services for the newsletter 7,090
- Access to the County Assessor's database through DataQuick 500

❖ **Hearings: \$11,000**

- Attorney service to serve subpoenas and advance witness fees \$1,200
- Storage, retrieval and destruction of files 9,800

❖ **Legal: \$2,500**

- Messenger service \$2,500

5506

**PROFESSIONAL
SERVICES**



**ALLOCATION:
\$70,500**

\$65,000 is allocated for professional services for the agency including a contract hearing officer, the Board's lobbyist, and other consulting services.

- ❖ The contract hearing officer assists the Hearings Department in handling cases which can not be heard by permanent staff.
- ❖ The services of a real estate appraiser and contractor consultant are used in connection with removal permits and construction-related petitions.
- ❖ The lobbyist represents the Board's interests in Sacramento and for statewide and national legislative advocacy. Funds for travel-related expenses are included.
- ❖ Consulting services from various professionals including former Board employees.

\$5,500 is allocated for the following:

- ❖ Translation services for the newsletter, information sheets and other mailings.
- ❖ Interpreters at hearings and Board meetings and police/security services when needed.

5511

**LEGAL
EXPENSE**



**ALLOCATION:
\$50,000**

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

5521



TRAINING

**ALLOCATION:
\$11,500**

The Agency encourages staff to acquire training and skills that will enhance their contribution to the Agency and further their promotional opportunities. The allocation 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.

7724

**SERVICE
AGREEMENTS**



**ALLOCATION:
\$39,500**

This allocation covers the costs of purchasing service agreements for office equipment and computer hardware. In most cases, the agreements provide regular maintenance and repair of covered equipment at no additional cost. The allocation also includes funds to cover the cost of software maintenance/license agreements.

❖ **Administration: \$38,500**

- Hewlett Packard Computer Hardware and Software \$23,800
- Microsoft License Agreements 6,000
- Liberty Net and Ascent Scanning System 5,000
- Miscellaneous office equipment 3,700

❖ **Hearings: \$1,000**

- Hearing Room Transcription Equipment 1,000

CAPITAL OUTLAY

8803 COMPUTER SYSTEMS  **ALLOCATION: \$5,500**

For several years, staff has implemented and followed a program to replace or upgrade existing computer equipment as needed. The Agency continues to follow this 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.

This budget provides funds to replace or repair several computers, monitors, and printers, if needed, during the fiscal year. Funds have also been allocated to purchase miscellaneous software and computer supplies during the fiscal year.

- ❖ **Desktop computers and monitors** **\$4,000**
- ❖ **Software, hardware and misc. supplies:** **\$1,500**

8808 OFFICE EQUIPMENT  **ALLOCATION: \$10,500**

The allocation includes funds for monthly lease payments for a copier machine. The lease payments include costs for maintenance and supplies. The allocation also includes funds for office equipment and furniture for the Agency such as bookcases, desks and small cabinets.

- Lease copier at City Hall \$7,500
- Miscellaneous office furniture/equipment 3,000

**8820 BUILDING
RENOVATION**



**ALLOCATION:
\$3,000**

This allocation includes funds to cover costs to reconfigure various workspaces, if required, and other minor modifications to the Agency's space.

**8855 RESERVE FOR
CAPITAL EQUIPMENT**



**ALLOCATION:
\$0**

No reserve allocations are requested at this time.

ADMINISTRATION DEPARTMENT



<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS FY 2008/2009</u>	<u>AUTHORIZED POSITIONS FY 2009/2010</u>
Administrator	1.00	1.00
Office Coordinator	2.00	2.00
Systems Administrator/ Programmer Analyst	1.90	1.90
Database Coordinator	0.90	0.90
Total positions	5.80	5.80

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. The department is also responsible for maintaining the Agency's computer systems and databases.

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

The three computer staff members maintain the database and word processing systems, generate computer reports, and coordinate 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.

HEARINGS DEPARTMENT



<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS FY 2009/2009</u>	<u>AUTHORIZED POSITIONS FY 2009/2010</u>
Department Manager	1.00	1.00
Hearing Examiner	2.00	2.00
Hearings Investigator	1.00	1.00
Budget/Office Coordinator	1.00	1.00
Staff Assistant III	1.00	1.00
Total positions	6.00	6.00

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. Members of the department work closely with the Building and Safety Department to encourage owners to make needed repairs of rent controlled units and with the Planning

Department in reviewing plan check applications involving rent controlled properties.

The Department Manager performs a variety of duties, including participating in the management team which oversees the operation of the Agency.

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 decreases, excess rent complaints, tenants not in occupancy, exemptions, registration of qualifying bootleg units, rent increases 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. In addition, she mediates a variety of issues outside the petition process. She also facilitates periodic seminars for tenants and owners.

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 Budget/Office Coordinator performs duties specific to the Hearings Department, directly supervises clerical staff throughout the Agency and prepares and monitors the Agency's budget including fiscal planning. In addition, she interacts with the public on a variety of matters, performs research and generates complex technical reports and is responsible for screening petitions and scheduling hearings.

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, receiving and directing calls from the public, and processing documents for the document imaging system.

PUBLIC INFORMATION DEPARTMENT



CLASSIFICATION	AUTHORIZED POSITIONS FY 2008/09	AUTHORIZED POSITIONS FY 2009/2010
Public Information Manager	1.00	1.00
Sr. Administrative Analyst	2.00	1.00
Information Analyst	1.00	3.60
Information Coordinator	4.60	2.00
Sr. Information Coordinator	1.00	0.00
Billing Coordinator	1.00	1.00
Staff Assistant III	2.00	2.00
Total positions	12.60	10.60

DEPARTMENT DESCRIPTION

The Public Information Department responds to public inquiries regarding the Rent Control Law as well as current status and historical information of all controlled units. The department also maintains manual and electronic data files which are used for researching legal rent levels and administrative and legal activity affecting each controlled unit in the City.

The Public Information Manager plans the work of the department, supervises the Vacancy Increase Program and participates on the management team which oversees the operation of the Agency.

The Senior Administrative Analyst provides supervisory and program planning support for the department; heads debt collection efforts; investigates and processes owner-occupied exemption lapses; monitors deed restriction compliance; acts as departmental liaison with the

Planning and Community Development Department on development review; conducts staff training; and works on special projects.

The Information Analysts and Information Coordinators are the primary contacts with the public and handle a variety of tasks centered on providing information regarding the Rent Control Law and regulations, related City and State laws, and Maximum Allowable Rent levels for controlled rental units. They process new and amended registration forms; review petitions filed by tenants and landlords; process and report on Ellis withdrawals and respond to public inquiries at the public counter, by phone and email. They also participate in community outreach through writing newsletter articles and presenting at tenant and landlord seminars.

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, single family dwelling, Section 8, and low-income senior and disabled fee waiver applications.

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.

LEGAL DEPARTMENT



<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS FY 2008/2009</u>	<u>AUTHORIZED POSITIONS FY 2009/2010</u>
General Counsel	1.00	1.00
Sr. Litigation Staff Attorney	1.00	1.00
Staff Attorney	1.00	1.00
Legal Secretary	1.00	1.00
Total positions	4.00	4.00

DEPARTMENT DESCRIPTION

The Legal Department prepares and presents staff reports on appeal of hearings and administrative decisions, as well as removal applications.

A critical component of the Legal Department is defense of the Board's appellate decisions as well as litigating the legitimacy of the Rent Control Law and its implementing regulations.

The Legal Department serves as the Board's legal counsel providing advice on a myriad of legal topics. This includes drafting regulations and legal opinions. Legal staff also participates in discussions and critique with the Board's lobbyist when bills are drafted for the State Legislature.

Legal staff oversees the Ellis withdrawal process, and with the City Attorney's Office, monitors these properties for compliance with use-restrictions imposed by the Ellis Act.

The Legal Department also works closely with the City's Planning and Building and Safety Divisions identifying bootleg (built without permits) residential units, and when feasible, preserving them for continued occupancy. Legal staff and the City Attorney's Office work together in recognizing trends in the real estate market that could result in the loss of residential rental housing.

Legal staff advises the Information Coordinators and Information Analysts on rent control law issues. General Counsel sits on the management team of the Agency participating in the operational oversight of the Agency's functions.

The legal secretary supports the three attorneys in the department. Her duties include, formatting and word processing written materials, maintaining the law library, keeping appeal and litigation calendars and answering the department's phone line. She also lends clerical assistance to the Agency.

ADMINISTRATION

OBJ	DESCRIPTION	FY 04-05 ACTUAL EXPENSES	FY 05-06 ACTUAL EXPENSES	FY 06-07 ACTUAL EXPENSES	FY 07-08 ACTUAL EXPENSES	FY 08-09 ADOPTED BUDGET	FY 08-09 PROJECTED EXPENSES	FY 09-10 ADOPTED BUDGET
1100	PERMANENT EMPLOYEE	325,874	334,218	348,426	393,070	640,384	640,025	655,571
1104	BOARD ALLOWANCE	6,150	6,000	6,075	6,675	7,125	4,800	6,750
1149	OVERTIME	456	393	601	549	600	500	600
1150	AS-NEEDED EMPLOYEES	0	0	0	0	0	0	0
1171	MEDICARE EMP CONT	2,404	2,515	2,671	3,971	9,294	9,294	9,514
1173	INS-COMPENSATION	27,200	21,500	22,800	19,100	19,800	19,800	19,900
1174	INS-EMPL HEALTH/DENT	23,181	27,021	31,544	30,040	82,341	79,578	78,902
11743B	Health		23,509	28,031	26,377	70,071	72,967	72,516
11748	Dental		3,112	3,112	3,265	11,448	5,790	5,564
11749	Vision		400	401	399	822	821	822
1177	RETIREMENT CONTRIB	43,102	57,035	50,647	59,420	103,093	102,689	100,898
1194	MEDICAL TRUST	5,655	5,112	5,112	5,538	10,224	10,224	10,224
1197	OTHER FRINGE BENEFIT	1,743	1,385	1,393	2,129	3,217	3,217	3,777
	TOTAL SALARIES & WAGES	435,765	455,179	469,270	520,491	876,078	870,126	886,136
2221	UTIL-TELEPHONE	24,431	24,011	25,656	23,854	28,000	25,587	28,000
2231	OFFICE SUPPLIES	10,701	10,446	10,845	10,691	12,700	12,700	12,700
2232	POSTAGE	33,422	35,013	36,468	36,202	39,500	39,500	40,000
2233	INVENTORY ISSUES	3,734	3,915	4,535	3,424	5,200	5,200	4,800
2254	ADVERTISING	4,523	2,289	5,506	2,769	4,000	4,000	4,000
2261	EQUIPMENT RENTAL	120	110	76	48	120	120	120
2262	RENT	0	0	0	0	0	0	0
2271	AUTO REIMBURSEMENT	1,204	986	1,020	1,020	1,020	1,020	1,020
2272	MILEAGE	526	393	323	345	475	373	400
2282	CONF-MTGS-TRAVEL	4,650	2,705	6,707	7,642	6,000	6,000	6,000
2290	MEMBERSHIPS & DUES	600	645	620	479	650	0	650
2294	INS-VEHICLES	0	700	900	900	900	900	1,900
3302B	INS-COMPREHENSIVE	35,331	33,627	38,168	41,921	39,931	30,232	39,590
4404	BOOKS & PERIODICALS	526	562	566	406	1,200	852	1,200
4411	PRINTING	24,251	21,895	25,099	23,653	28,800	28,800	29,850
4434	INDIRECT COSTS	195,789	247,866	268,156	237,545	237,726	237,726	267,442
4439	OTHER COSTS	36,834	7,700	30,474	30,950	33,250	36,886	28,250
5501	CONTRACTUAL SERVICE	19,749	21,251	18,554	15,894	16,500	16,500	18,450
5506	PROF SERVICES	51,530	69,976	45,699	46,310	89,300	89,300	70,500
5511	LEGAL EXPENSE	0	0	0	0	0	0	0
5521	TRAINING	706	184	975	1,223	3,000	500	3,000
7724	SERVICE AGREEMENTS	31,424	26,874	31,741	33,908	36,200	36,200	38,500
	TOTAL SUPPLIES & EXPENSES	480,050	511,148	552,087	519,185	584,472	564,755	596,371
8803	COMPUTER SYSTEMS	13,106	6,022	7,219	7,436	8,500	8,500	5,500
8808	OFFICE EQUIPMENT	13,130	10,107	11,844	10,605	10,200	10,200	10,500
8820	BLDG. RENOVATION	9,960	180	952	4,170	3,000	3,000	3,000
8855	RESVE-SYST. UPGRADE	0	0	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	36,196	16,309	20,015	22,211	21,700	21,700	19,000
	TOTAL BUDGET	952,010	982,636	1,041,372	1,061,888	1,482,249	1,456,581	1,501,508

HEARINGS

OBJ	DESCRIPTION	FY 04-05 ACTUAL EXPENSES	FY 05-06 ACTUAL EXPENSES	FY 06-07 ACTUAL EXPENSES	FY 07-08 ACTUAL EXPENSES	FY 08-09 ADOPTED BUDGET	FY 08-09 PROJECTED EXPENSES	FY 09-10 ADOPTED BUDGET
1100	PERMANENT EMPLOYEE	736,303	702,472	657,542	663,008	699,493	705,003	746,216
1104	BOARD ALLOWANCE	0	0	0	0	0	0	0
1149	OVERTIME	1,729	1,729	1,850	2,297	1,650	1,650	1,650
1150	AS-NEEDED EMPLOYEES	0	12,768	33,034	13,110	0	0	0
1171	MEDICARE EMP CONT	4,894	4,904	5,131	4,611	4,541	4,541	6,808
1173	INS-COMPENSATION	0	0	0	0	0	0	0
1174	INS-EMPL HEALTH/DENT	54,869	66,266	73,731	74,346	86,442	76,721	73,203
11743B	Health		58,096	66,665	67,115	78,904	69,453	66,206
11748	Dental		7,194	6,224	6,418	6,717	6,446	6,175
11749	Vision		976	842	814	822	821	822
1177	RETIREMENT CONTRIB	92,344	115,767	93,292	110,000	114,492	114,872	117,434
1194	MEDICAL TRUST	15,079	12,922	10,224	9,656	10,224	10,224	10,224
1197	OTHER FRINGE BENEFIT	3,684	2,705	2,616	6,980	4,047	4,047	4,784
	TOTAL SALARIES & WAGES	908,901	919,534	877,420	884,008	920,890	917,058	960,320
2221	UTIL-TELEPHONE	0	0	0	0	0	0	0
2231	OFFICE SUPPLIES	150	412	111	55	400	400	400
2232	POSTAGE	0	0	0	0	0	0	0
2233	INVENTORY ISSUES	0	0	0	0	0	0	0
2254	ADVERTISING	0	0	0	0	0	0	0
2261	EQUIPMENT RENTAL	0	0	0	0	0	0	0
2262	RENT	27,149	29,756	25,265	23,831	18,305	10,873	15,430
2271	AUTO REIMBURSEMENT	2,420	2,320	2,400	2,400	2,400	2,400	800
2272	MILEAGE	0	0	34	16	0	0	0
2282	CONF-MTGS-TRAVEL	0	0	0	0	0	0	0
2290	MEMBERSHIPS & DUES	1,670	1,475	1,495	1,495	1,655	1,570	1,819
2294	INS-VEHICLES	0	0	0	0	0	0	0
3302B	INS-COMPREHENSIVE	0	0	0	0	0		0
4404	BOOKS & PERIODICALS	0	0	0	40	200	200	200
4411	PRINTING	0	0	0	0	0	0	0
4434	INDIRECT COSTS	0	0	0	0	0	0	0
4439	OTHER COSTS	0	0	0	0	0	0	0
5501	CONTRACTUAL SERVICE	8,596	9,142	9,950	9,507	11,000	11,000	11,000
5506	PROF SERVICES	10,137	7,213	18,078	22,166	0	0	0
5511	LEGAL EXPENSE	0	0	0	0	0	0	0
5521	TRAINING	1,064	0	318	1,948	2,000	978	2,500
7724	SERVICE AGREEMENTS	1,075	1,110	1,110	1,135	1,080	1,080	1,000
	TOTAL SUPPLIES & EXPENSES	52,260	51,427	58,761	62,594	37,040	28,501	33,149
8803	COMPUTER SYSTEMS	0	0	0	0	0	0	0
8808	OFFICE EQUIPMENT	0	0	0	155	0	0	0
8820	BLDG. RENOVATION	0	0	0	0	0	0	0
8855	RESVE-SYST. UPGRADE	0	0	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	155	0	0	0
	TOTAL BUDGET	961,161	970,961	936,181	946,758	957,930	945,559	993,469

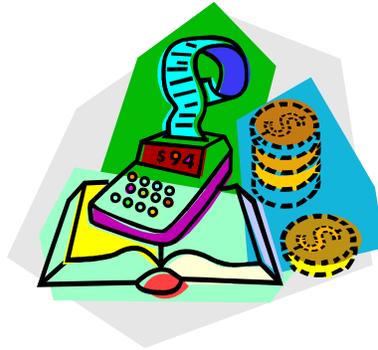
PUBLIC INFORMATION

OBJ	DESCRIPTION	FY 04-05 ACTUAL EXPENSES	FY 05-06 ACTUAL EXPENSES	FY 06-07 ACTUAL EXPENSES	FY 07-08 ACTUAL EXPENSES	FY 08-09 ADOPTED BUDGET	FY 08-09 PROJECTED EXPENSES	FY 09-10 ADOPTED BUDGET
1100	PERMANENT EMPLOYEE	1,078,189	1,076,709	1,106,523	1,064,215	919,345	841,983	821,236
1104	BOARD ALLOWANCE	0	0	0	0	0	0	0
1149	OVERTIME	2,679	1,834	2,088	4,350	2,500	2,500	2,500
1150	AS-NEEDED EMPLOYEES	11,157	21,221	24,097	1,059	0	20,090	0
1171	MEDICARE EMP CONT	11,510	12,416	13,096	13,231	12,196	11,727	10,872
1173	INS-COMPENSATION	0	0	0	0	0	0	0
1174	INS-EMPL HEALTH/DENT	116,986	141,403	150,726	147,359	118,188	122,255	132,660
11743B	Health		124,465	134,755	130,785	101,960	108,512	118,666
11748	Dental		14,940	14,076	14,696	14,460	12,191	12,351
11749	Vision		1,998	1,896	1,879	1,769	1,552	1,643
1177	RETIREMENT CONTRIB	134,223	180,195	159,183	173,221	147,944	133,205	126,810
1194	MEDICAL TRUST	30,157	26,412	24,708	23,004	20,590	19,312	18,744
1197	OTHER FRINGE BENEFIT	3,777	2,628	2,548	14,846	4,599	5,038	4,040
	TOTAL SALARIES & WAGES	1,388,679	1,462,816	1,482,970	1,441,285	1,225,362	1,156,109	1,116,863
2221	UTIL-TELEPHONE	0	0	0	0	0	0	0
2231	OFFICE SUPPLIES	1,379	1,331	253	1,786	1,500	1,500	1,500
2232	POSTAGE	0	0	0	0	0	0	0
2233	INVENTORY ISSUES	0	0	0	0	0	0	0
2254	ADVERTISING	0	0	0	0	0	0	0
2261	EQUIPMENT RENTAL	0	0	0	0	0	0	0
2262	RENT	0	0	0	0	0	0	0
2271	AUTO REIMBURSEMENT	2,420	2,320	2,400	1,200	2,400	1,800	2,400
2272	MILEAGE	0	0	0	0	0	0	0
2282	CONF-MTGS-TRAVEL	0	0	0	0	0	0	0
2290	MEMBERSHIPS & DUES	0	0	0	0	100	100	100
2294	INS-VEHICLES	0	0	0	0	0	0	0
3302B	INS-COMPREHENSIVE	0	0	0	0	0	0	0
4404	BOOKS & PERIODICALS	0	0	0	0	100	100	100
4411	PRINTING	0	0	0	0	0	0	0
4434	INDIRECT COSTS	0	0	0	0	0	0	0
4439	OTHER COSTS	0	0	0	0	0	0	0
5501	CONTRACTUAL SERVICE	0	0	0	0	0	0	0
5506	PROF SERVICES	0	0	0	0	0	0	0
5511	LEGAL EXPENSE	0	0	0	0	0	0	0
5521	TRAINING	1,768	0	334	549	1,500	500	2,000
7724	SERVICE AGREEMENTS	0	0	0	0	0	0	0
	TOTAL SUPPLIES & EXPENSES	5,567	3,651	2,987	3,535	5,600	4,000	6,100
8803	COMPUTER SYSTEMS	0	0	0	0	0	0	0
8808	OFFICE EQUIPMENT	0	0	0	0	0	0	0
8820	BLDG. RENOVATION	0	0	0	0	0	0	0
8855	RESVE-SYST. UPGRADE	0	0	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0	0	0
	TOTAL BUDGET	1,394,246	1,466,467	1,485,957	1,444,820	1,230,962	1,160,109	1,122,963

LEGAL

OBJ	DESCRIPTION	FY 04-05 ACTUAL EXPENSES	FY 05-06 ACTUAL EXPENSES	FY 06-07 ACTUAL EXPENSES	FY 07-08 ACTUAL EXPENSES	FY 08-09 ADOPTED BUDGET	FY 08-09 PROJECTED EXPENSES	FY 09-10 ADOPTED BUDGET
1100	PERMANENT EMPLOYEE	461,614	516,769	455,259	493,404	523,310	521,946	544,444
1104	BOARD ALLOWANCE	0	0	0	0	0	0	0
1149	OVERTIME	22	0	454	12	250	663	250
1150	AS-NEEDED EMPLOYEES	0	0	0	0	0	0	0
1171	MEDICARE EMP CONT	6,593	7,706	6,668	7,134	7,592	7,592	7,898
1173	INS-COMPENSATION	0	0	0	0	0	0	0
1174	INS-EMPL HEALTH/DENT	22,195	41,237	42,097	50,929	52,048	52,049	51,491
11743B	Health		36,555	37,901	45,909	47,022	47,204	46,826
11748	Dental		4,149	3,717	4,473	4,478	4,297	4,117
11749	Vision		533	479	547	548	548	548
1177	RETIREMENT CONTRIB	57,367	77,823	60,944	81,279	87,073	86,080	86,856
1194	MEDICAL TRUST	7,539	6,816	6,248	6,816	6,816	6,816	6,816
1197	OTHER FRINGE BENEFIT	2,410	1,924	1,727	3,259	3,145	3,145	3,562
	TOTAL SALARIES & WAGES	557,739	652,274	573,398	642,831	680,234	678,290	701,317
2221	UTIL-TELEPHONE	0	0	0	0	0	0	0
2231	OFFICE SUPPLIES	53	26	174	3	200	200	200
2232	POSTAGE	0	0	0	0	0	0	0
2233	INVENTORY ISSUES	0	0	0	0	0	0	0
2254	ADVERTISING	0	0	0	0	0	0	0
2261	EQUIPMENT RENTAL	0	0	0	0	0	0	0
2262	RENT	0	0	0	0	0	0	0
2271	AUTO REIMBURSEMENT	2,500	2,440	2,195	2,400	2,400	2,400	2,400
2272	MILEAGE	0	0	0	0	0	0	0
2282	CONF-MTGS-TRAVEL	0	0	0	0	0	0	0
2290	MEMBERSHIPS & DUES	1,598	1,523	1,580	1,535	1,685	1,615	1,770
2294	INS-VEHICLES	0	0	0	0	0	0	0
3302B	INS-COMPREHENSIVE	0	0	0	0	0	0	0
4404	BOOKS & PERIODICALS	7,781	10,814	11,729	10,833	10,000	10,737	11,000
4411	PRINTING	0	0	0	0	0	0	0
4434	INDIRECT COSTS	0	0	0	0	0	0	0
4439	OTHER COSTS	0	0	0	0	0	0	0
5501	CONTRACTUAL SERVICE	5,092	3,000	2,465	2,237	2,800	1,546	2,500
5506	PROF SERVICES	7,446	0	10,013	1,766	0	0	0
5511	LEGAL EXPENSE	14,709	120,711	12,062	44,700	50,000	30,000	50,000
5521	TRAINING	1,520	946	3,724	2,048	3,600	3,600	4,000
7724	SERVICE AGREEMENTS	0	0	0	0	0		0
	TOTAL SUPPLIES & EXPENSES	40,699	139,460	43,943	65,520	70,685	50,098	71,870
8803	COMPUTER SYSTEMS	0	0	0	0	0	0	0
8808	OFFICE EQUIPMENT	0	0	0	0	0	0	0
8820	BLDG. RENOVATION	0	0	0	0	0	0	0
8855	RESVE-SYST. UPGRADE	0	0	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0	0	0
	TOTAL BUDGET	598,438	791,734	617,341	708,351	750,919	728,388	773,187

REVENUE PROJECTION



Revenue for fiscal year 2009/2010 is projected to be \$4,116,840. The sources of the Agency's revenue are registration fees at \$156 per unit (\$13 per month per unit), interest earnings on unexpended Rent Control funds, fees 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.

Each year, staff projects the number of billable units for the upcoming fiscal year based on analysis of the Agency's database and projections of current trends such as Ellis withdrawals, exemptions, fee waiver applications and rates of TORCA unit sales. The number of billable units changes during the year. Units become exempt or fee waivers are granted making some units no longer billable, while other units previously exempt or otherwise not under Rent Control become billable units. For fiscal year 2008/2009, staff projected 26,350 units would be billed. For fiscal year 2009/2010 staff believes there will be a modest increase in the number of billable units and is projecting 26,390 units will be billed.

Registration Fee Refunds

Sometimes after registration fees have been paid for a unit, that unit receives a fee waiver or an exemption. In those instances, refunds are issued. Fee waivers are granted throughout the fiscal year for owner-occupied units and units

occupied by low income senior and disabled tenants and tenants with Section 8 vouchers.

Refunds are also issued for overpayments of billed fees. Overpayment refunds are unpredictable and can vary widely from year to year. In recent years, staff has diligently updated and adjusted Agency billing records as soon as relevant information is available. This process has helped reduce the number of overpayment refunds, although overpayments are still made for a variety of reasons.

For fiscal year 2008/2009, it appears total refunds will be approximately \$14,100. Staff projects refunds for 2009/2010 will be approximately the same and is projecting \$14,000 to be disbursed for refunds.

Based on an estimate of 26,390 controlled billable rental units with a registration fee of \$13 per month, the revenue from registration fees would be \$4,116,840. Net registration fees after subtracting projected refunds (\$14,000) would be \$4,102,840.

Interest Earnings

Another significant source of revenue is interest earnings on City-invested Rent Control funds. Staff estimates the interest earnings for fiscal year 2009/2010 will be \$93,026. The City Treasurer is estimating a rate of return on invested funds of 2.66%. Staff uses the same rate to estimate Board interest earnings on a declining balance.

Administrative Records

The Agency provides administrative records as a service to members of the public who request them. Staff estimates that the Agency will receive \$3,000 in administrative records fees in 2009/2010.

Filing Fees

In June of 1999, the Board adopted two filing fees: a \$50 fee for processing a Vacancy Unit Registration on a property which has an owner-occupied exemption and a \$100 fee for processing an owner-occupied exemption application. The majority of filing fees collected each fiscal year are attributed to owner-occupied exemption applications. Total projected filing fees are \$3,000.

Miscellaneous Charges

Miscellaneous charges, such as those for copy charges, prints from the computerized site file documents and public records requests, are projected to be \$3,000.

SOURCES OF REVENUE

Registration Fees - 26,390 units	\$4,116,840	
Refunded Registration Fees	- 14,000	
Registration Fees Subtotal		4,102,840
Interest Earnings @ 2.66%		93,026
Administrative Records Charges		3,000
Filing Fees		3,000
Miscellaneous Charges		<u>3,000</u>
Total Revenue		\$4,204,866

At the end of fiscal year 2008/2009, the Agency's undesignated fund balance, which is the Agency's "safety net" in case of emergency, is projected to be slightly more than \$1.65 million. The proposed budget has a deficit of \$186,261. That shortfall will be covered from the undesignated reserve fund.

Total Projected Revenue	\$4,204,866
Total Projected Expenditures	- 4,391,127
Revenue less Expenditures	\$ (186,261)

DESIGNATED BALANCE SHEET RESERVES

Balance sheet reserve accounts identify funds which had been designated for particular purposes during the budget cycle, but were not spent by the end of the fiscal year. The reserves are a form of savings account for unforeseeable expenditures.

The Agency's Designated Balance Sheet Reserves will total \$58,975 at the end of fiscal year 2008/2009; \$33,975 reserved for general emergency purposes and \$25,000 reserved for Office Equipment/Building Renovation.

Reserve Name	2008/2009 Reserves
General Emergency	\$33,975
Office Equipment/Building Renovation	25,000
Totals	\$58,975