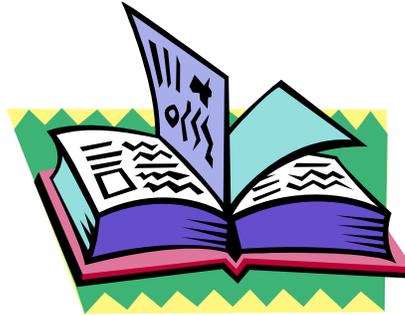


SANTA MONICA
RENT CONTROL BOARD

ANNUAL OPERATING BUDGET
FY 2005/2006

Proposed June 9, 2005

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LABOR SUMMARY
FY 2005/2006 - PROPOSED

<i>CLASSIFICATION</i>	<i>AUTHORIZED POSITIONS 2002/03</i>	<i>AUTHORIZED POSITIONS 2003/04</i>	<i>AUTHORIZED POSITIONS 2004/05</i>	<i>PROPOSED POSITIONS 2005/2006</i>	<i>AMOUNT OF CHANGE FY04/FY05</i>
Administration	3.00	3.00	3.00	3.00	0.00
Hearings	7.25	8.50	7.50	7.50	0.00
Public Information	16.70	15.00	14.90	14.30	-0.60
Legal	4.00	4.00	4.00	4.00	0.00
Total	30.95	30.50	29.40	28.80	-0.60

PERMANENT STAFF BY CLASSIFICATION
FY 2005/2006 - PROPOSED

<i>CLASSIFICATION</i>	<i>AUTHORIZED POSITIONS 2002/03</i>	<i>AUTHORIZED POSITIONS 2003/04</i>	<i>AUTHORIZED POSITIONS 2004/05</i>	<i>PROPOSED POSITIONS 2005/06</i>	<i>AMOUNT OF CHANGE FY04/FY05</i>
Administrator	1.00	1.00	1.00	1.00	0.00
Administrative Analyst	0.90	0.00	0.00	0.00	0.00
Assist. Public Information Mgr.	0.90	0.90	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	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	2.25	2.50	2.50	2.50	0.00
Information Analyst	0.00	0.00	0.00	2.00	+2.00
Information Coordinator	6.20	6.30	6.30	3.60	-2.70
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
Senior Administrative Analyst	1.00	1.00	1.00	1.00	0.00
Sr. Information Coordinator	1.00	1.00	1.00	1.00	0.00
Staff Assistant III	2.00	3.00	2.00	2.00	0.00
Staff Assistant IV	2.00	1.00	1.00	1.00	0.00
Staff Attorney	2.00	2.00	2.00	2.00	0.00
Sys. Admin. / Prog. Analyst	1.80	1.90	1.80	1.90	+0.10
TOTAL	30.95	30.50	29.40	28.80	-0.60

AGENCY BUDGET

OBJ	DESCRIPTION	FY 01/02 ACTUAL EXPENSES	FY 02-03 ACTUAL EXPENSES	FY 03-04 ACTUAL EXPENSES	FY 04-05 ACTUAL BUDGET	FY 04-05 PROJECTED EXPENSES	FY 05-06 PROPOSED BUDGET
1100	PERMANENT EMPLOYEE	2,132,900	2,210,831	2,407,954	2,555,030	2,538,803	2,667,085
1104	BOARD ALLOWANCE	6,300	7,200	7,650	9,000	8,300	9,000
1149	OVERTIME	15,722	12,480	13,368	5,300	5,537	5,000
1150	AS-NEEDED EMPLOYEES	33,287	24,786	3,626	1,150	11,157	1,150
1171	MEDICARE EMP CONT	24,149	22,380	23,270	24,963	25,364	26,279
1173	INS-COMPENSATION	20,300	16,400	20,899	27,200	27,200	21,500
1174	INS-EMPL HEALTH/DENT	174,829	196,789	210,061	219,000	217,614	232,812
11743	Health						203,040
11748	Dental						25,740
11749	Vision						4,032
1177	RETIREMENT CONTRIB	0	153,224	201,737	311,733	321,909	424,473
1194	MEDICAL TRUST	53,250	50,978	57,883	51,120	58,430	51,120
1197	OTHER FRINGE BENEFIT	48,245	13,324	55,951	26,315	14,149	22,142
	TOTAL SALARIES & WAGES	2,508,982	2,708,392	3,002,399	3,230,811	3,228,464	3,693,372
2221	UTIL-TELEPHONE	40,590	68,610	24,741	38,500	31,777	33,400
2231	OFFICE SUPPLIES	14,147	12,755	12,090	12,750	12,450	12,750
2232	POSTAGE	31,881	38,135	30,107	36,500	36,500	36,500
2233	INVENTORY ISSUES	4,299	4,132	4,158	5,200	4,816	5,200
2254	ADVERTISING	7,374	7,270	6,289	7,000	5,873	7,000
2261	EQUIPMENT RENTAL	252	120	120	120	120	120
2262	RENT	138,296	116,158	26,150	28,124	28,124	29,137
2271	AUTO REIMBURSEMENT	11,220	11,220	11,501	11,220	8,190	8,220
2272	MILEAGE	790	439	495	650	650	650
2282	CONF-MTGS-TRAVEL	6,001	6,113	6,036	6,000	6,000	6,000
2290	MEMBERSHIPS & DUES	3,240	3,210	3,680	4,098	3,945	4,043
2294	INS-VEHICLES	500	1,500	1,600	0	0	700
3302	INS-COMPREHENSIVE	21,980	28,459	32,605	36,847	35,331	37,293
4404	BOOKS & PERIODICALS	9,201	8,305	8,995	9,440	9,440	9,440
4411	PRINTING	21,805	20,582	20,161	21,345	21,968	25,956
4434	INDIRECT COSTS	187,551	219,179	200,778	195,789	195,789	247,866
4439	OTHER COSTS	9,047	38,489	0	28,250	37,934	8,250
5501	CONTRACTUAL SERVICE	101,700	60,078	41,527	46,300	40,228	39,344
5506	PROF SERVICES	77,057	56,907	77,675	90,967	66,177	95,333
5511	LEGAL EXPENSE	44,171	258,933	1,257	100,000	16,946	75,000
5521	TRAINING	4,341	35,855	7,644	12,500	8,125	8,500
7724	SERVICE AGREEMENTS	21,818	27,079	31,214	32,500	32,475	33,490
	TOTAL SUPPLIES & EXPENSES	757,261	1,023,524	548,823	724,100	602,857	724,192
8803	COMPUTER SYSTEMS	148,555	34,362	18,232	13,175	13,175	7,500
8808	OFFICE EQUIPMENT	16,267	17,247	8,442	13,257	13,257	13,257
8820	BLDG. RENOVATION	20,346	2,926	2,915	10,000	27,961	10,000
8855	RESVE-SYST. UPGRADE	0	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	185,168	54,536	29,589	36,432	54,393	30,757
	TOTAL BUDGET	3,451,411	3,786,451	3,580,806	3,991,343	3,885,713	4,448,321

SALARIES AND WAGES

1100	PERMANENT EMPLOYEES		ALLOCATION: \$2,667,085
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Total Agency Positions -- 28.80

•Administration	3.00	positions	\$328,184
•Hearings	7.50	positions	734,395
•Public Information	14.30	positions	1,104,062
•Legal	4.00	positions	500,444
•Agency Total 28.80 positions			\$2,667,085

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

1104	BOARD ALLOWANCE		ALLOCATION: \$9,000
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Rent Control Board Commissioners each receive \$75 per meeting they attend. This allocation provides funds for twenty four meetings.

1149	OVERTIME		ALLOCATION: \$5,000
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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 to attend 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:
\$1,150**

The allocation includes funds for a temporary legal secretary for times when the workload cannot be handled by permanent staff and/or to cover vacations and other absences by permanent staff.

**1171 INSURANCE,
MEDICARE**



**ALLOCATION:
\$26,279**

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:
\$21,500**

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 \$9.44 million. The Rent Control allocation of \$21,500 represents .23% of the total costs.

**1174 INSURANCE,
EMPLOYEE HEALTH AND DENTAL**



**ALLOCATION:
\$232,812**

The allocation is based on the standard premiums for the health, dental and vision plans and includes funding for health, dental and vision 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:
\$424,473**

For fiscal year 05/06 the contribution rates have increased to 17.471% of staff salaries from 13.32% due to past market performance of PERS investments.

**1194 MEDICAL
TRUST**



**ALLOCATION:
\$51,120**

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:
\$22,142**

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: \$33,400**

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

2231 OFFICE SUPPLIES  **ALLOCATION: \$12,750**

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: \$36,500**

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

- General Adjustment/Registration Fee Mailings 6,900
- Newsletter Mailings (2) 12,120
- Postcard Mailing (1) 7,200
- General Mailings 8,375
- Miscellaneous Postal Fees 1,905

**2233 INVENTORY
ISSUES**



**ALLOCATION:
\$5,200**

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:
\$7,000**

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:
\$29,137**

There is insufficient space in City Hall to provide space for hearing rooms. In April 2003, the Agency signed a two-year lease with a 2 year option for new hearing rooms. In October 2004, the 2 year option was exercised. This allocation includes funds to rent 1,086 square feet of space for the fiscal year. The lease provides for nine monthly payments of \$2,173.04 and three monthly payments of \$2,259.96 in this fiscal year. The allocation also includes the cost of parking (\$150 per month) and operating expense increases (estimated at \$1,000 for the year).

2271

**AUTO
REIMBURSEMENT**



**ALLOCATION:
\$8,220**

This line item represents monthly car allowances for staff.

2272

MILEAGE

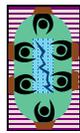


**ALLOCATION:
\$650**

This allocation provides mileage reimbursements at 40.5 cents per mile.

2282

**CONFERENCES,
MEETINGS, TRAVEL**



**ALLOCATION:
\$6,000**

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

2290

**MEMBERSHIP
AND DUES**



**ALLOCATION:
\$4,043**

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:
\$700**

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

**4434 ADMINISTRATIVE
INDIRECT COSTS**



**ALLOCATION:
\$247,866**

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, 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.

For fiscal year 2004/2005, the City hired a consultant to review the entire cost allocation program for indirect costs. Based on the consultant's recommendations, the City modified and updated the cost allocation plan for indirect costs. Modifications included changes to the allocation basis and percentages for various categories, the addition of new categories and removal of other categories and more detailed breakdowns of other categories. For this fiscal year, 2005-2006, the City's consultant again prepared the Cost Allocation plan. The current plan reflects further refinement of the allocation basis and percentages for some categories.

Overall, the Agency's share of the 2003-2004 indirect costs, which are allocated for payment in this fiscal year, reflects a substantial increase over last fiscal year's cost. The increase is due mainly to a reallocation of costs for City Hall Maintenance, Custodial Services and Building Use. These costs are based on the amount of square footage occupied by the various departments in City Hall. Previously, the Police Department shared in these costs, as the old police structure was included in the overall square footage calculation for City Hall. However, since that space is no longer occupied by the Police Department, the proportion of each individual department's square footage to the whole has increased. Last fiscal year, the space occupied by the Rent Control Board offices within City Hall represented 4.801% of the whole. Now, the same amount of space represents 9.392% of the whole.

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.

❖ **City Manager - City Hall Receptionist: \$1,239**

❖ **Allocation Percentage - 1.590**

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

Allocation Base – Authorized Full Time Positions in 2003/04.

❖ **Finance - \$38,828**

❖ **Finance Admin. & Budget**

Budget Prep./Support: \$13,411

Allocation Percentage - 1.588

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

Allocation Base – Adjusted actual expenditures in 2003/04.

❖ **Cash Management: \$5,151**

Allocation Percentage – 1.429

Services Rendered - Manage the City's investment portfolio which includes Rent Control funds. For 2005/2006 the expected rate of return on invested Rent Control funds is 3.45%

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

❖ **Financial Operations**

Accounts Payable: \$5,749

Allocation Percentage – 1.332%

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

Allocation Base - Number of warrants issued in 2003/2004.

❖ **Financial Operations**

Budget Prep. & Support: \$338

Allocation Percentage – 1.588%

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

Allocation Base – Adjusted actual expenditures in 2003/2004

❖ **Financial Operations**

General Accounting: \$4,136

Allocation Percentage – 0.361%

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

Allocation Base – Actual supplies and expenses for 2003/04.

❖ **Financial Operations**

Payroll: \$7,144

Allocation Percentage – 1.590%

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

Allocation Base - Authorized full-time positions in 2003/04.

❖ **Financial Operations**

Purchasing Services: \$2,899

Allocation Percentage – 0.689%

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

Allocation Base – Number of Purchasing Transactions for the Agency in 2003/04.

❖ **Treasury - \$7,205**

❖ **Budget Prep./Support: \$839**

Allocation Percentage - .902%

Services Rendered – Maintain revenue information in the City's Financial Accounting System.

Allocation Base – Percentage of Agency revenues.

❖ **Cash Receipts: \$6,366**

Allocation Percentage – 1.603

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

Allocation Base – Number of cash receipts processed in 2003/04.

❖ **Facilities Management - City Hall Maintenance: \$47,173**

❖ **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: \$63,244**

❖ **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: \$14,077**

❖ **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.

❖ **Records & Election Services Administration – Printing Services: \$390**

❖ **Allocation Percentage – 4.626%**

Services Rendered – Administrative costs related to providing printing and copying services for the Agency.

Allocation Base – Actual Print Shop Charges for 2003/04.

❖ **Support Services – Printing Services: \$16,761**

❖ **Allocation Percentage – 4.626%**

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

Allocation Base – Actual Print Shop Charges for 2003/04.

❖ **Human Resources - \$25,020**

❖ **Benefit Administration; \$5,490** **Allocation Percentage - 1.821%**

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

Allocation Base - Authorized permanent employees for 2003/04 and as-needed employees.

❖ **Class & Compensation Studies: \$7,268** **Allocation Percentage – 2.670%**

Services Rendered – Prepare job classification and compensation studies.

Allocation Base – Number of permanent employees for 2003/04.

❖ **Employee Training: \$884** **Allocation Percentage – 2.081%**

Services Rendered – Provide employee development and training programs.

Allocation Base - Authorized full and part time positions for 2003/04.

❖ **Recruitment: \$11,378** **Allocation Percentage – 0.993%**

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

Allocation Base - Number of positions recruited based on three year average.

❖ **Information Systems - Operations: \$33,929**

❖ **PC/Network Support: \$7,368** **Allocation Percentage – 0.568%**

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: \$7,191** **Allocation Percentage – 1.617%**

Services Rendered – Provide telecommunications support.

Allocation Base – Number of telecommunication lines.

❖ **Help Desk/Training Services: \$8,326** **Allocation Percentage – 2.024%**

Services Rendered – Provide computer help and training services.

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

❖ **Application Development/Support: \$4,110** **Allocation Percentage – 0.274%**

Services Rendered – Provide application development and database support services.

Allocation Base – Detailed time records Information Systems Staff.

❖ **Web Services: \$5,296** **Allocation Percentage – 1.590%**

Services Rendered – Provide mainframe web services for City' web page.

Allocation Base – Number of full and part time employees

❖ **GIS Services: \$1,638** **Allocation Percentage – 0.332%**

Services Rendered – Provide geographic information services support.

Allocation Base – Detailed time records Information Systems Staff.

4439 OTHER COSTS



**ALLOCATION:
\$8,250**

The allocation covers the cable television costs for coverage of 15 televised Rent Control Board meetings at \$550 per meeting.

5501 CONTRACTUAL SERVICES



**ALLOCATION:
\$39,344**

❖ **Administration: \$22,244**

- Conversion of Agency documents to scanned images \$6,000
- Mailhouse services for mass mailings 4,859
- Mailhouse services for the newsletter & postcard 4,305
- Design and layout services for the newsletter 6,180
- Access to the County Assessor's database through DataQuick 900

❖ **Hearings: \$11,100**

- Attorney service to serve subpoenas and advance witness fees \$1,500
- Storage and retrieval of files 9,600

❖ **Legal: \$6,000**

- Messenger service \$6,000

5506

**PROFESSIONAL
SERVICES**



**ALLOCATION:
\$95,333**

❖ **Administration: \$71,250**

\$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.

\$25,000 to conduct a city-wide telephone survey.

❖ **Hearings: \$9,583**

\$5,133 for contract hearing officer to hold hearings

\$3,000 for interpreters at hearings and Board meetings

\$1,450 for police/security services at hearings

❖ **Legal: \$14,500**

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

5511

**LEGAL
EXPENSE**



**ALLOCATION:
\$75,000**

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

5521

TRAINING



**ALLOCATION:
\$8,500**

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:
\$33,490**

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: \$32,340**

- Hewlett Packard Computer Hardware and Software \$28,634
- Liberty Net Scanning System 3,506
- City Hall alarm 200

❖ **Hearings: \$1,150**

- Sony Recording Equipment 1,150

CAPITAL OUTLAY

8803 COMPUTER SYSTEMS



**ALLOCATION:
\$7,500**

The Agency began a computer equipment replacement program several years ago 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. By the end of fiscal year 02/03 the Agency had completed the purchase of new desktop computers for the entire Agency.

By the end of fiscal year 2003/04, a significant number of computers and monitors had reached the end of their maintenance contracts, and several other contracts expired in the early part of fiscal year 2004/05. In the last quarter of fiscal year 2004/05, the Agency purchased new computers to replace most of the older computers and purchased additional memory and software to update all of the other existing computers. Only a few computers will still be in use that are not covered by maintenance contracts.

This budget provides funds to replace or repair any of the remaining older computers or monitors, if necessary, during the upcoming fiscal year. Funds are also allocated to replace an older printer, if necessary.

❖ **Computers and Software, Printer: \$7,500**

- | | |
|----------------------------------|---------|
| • desktop computers and monitors | \$5,500 |
| • printer and printer upgrades | 2,000 |

8808

**OFFICE
EQUIPMENT**



**ALLOCATION:
\$13,257**

- Miscellaneous office furniture/equipment 5,000
- Lease copier at City Hall 8,257

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

The allocation also includes funds for monthly lease payments for the copier machine. The lease payments include costs for maintenance and supplies.

8820

**BUILDING
RENOVATION**



**ALLOCATION:
\$10,000**

This allocation includes funds to cover costs for any modifications that may be necessary within the Agency's workspace during the fiscal year.

8855

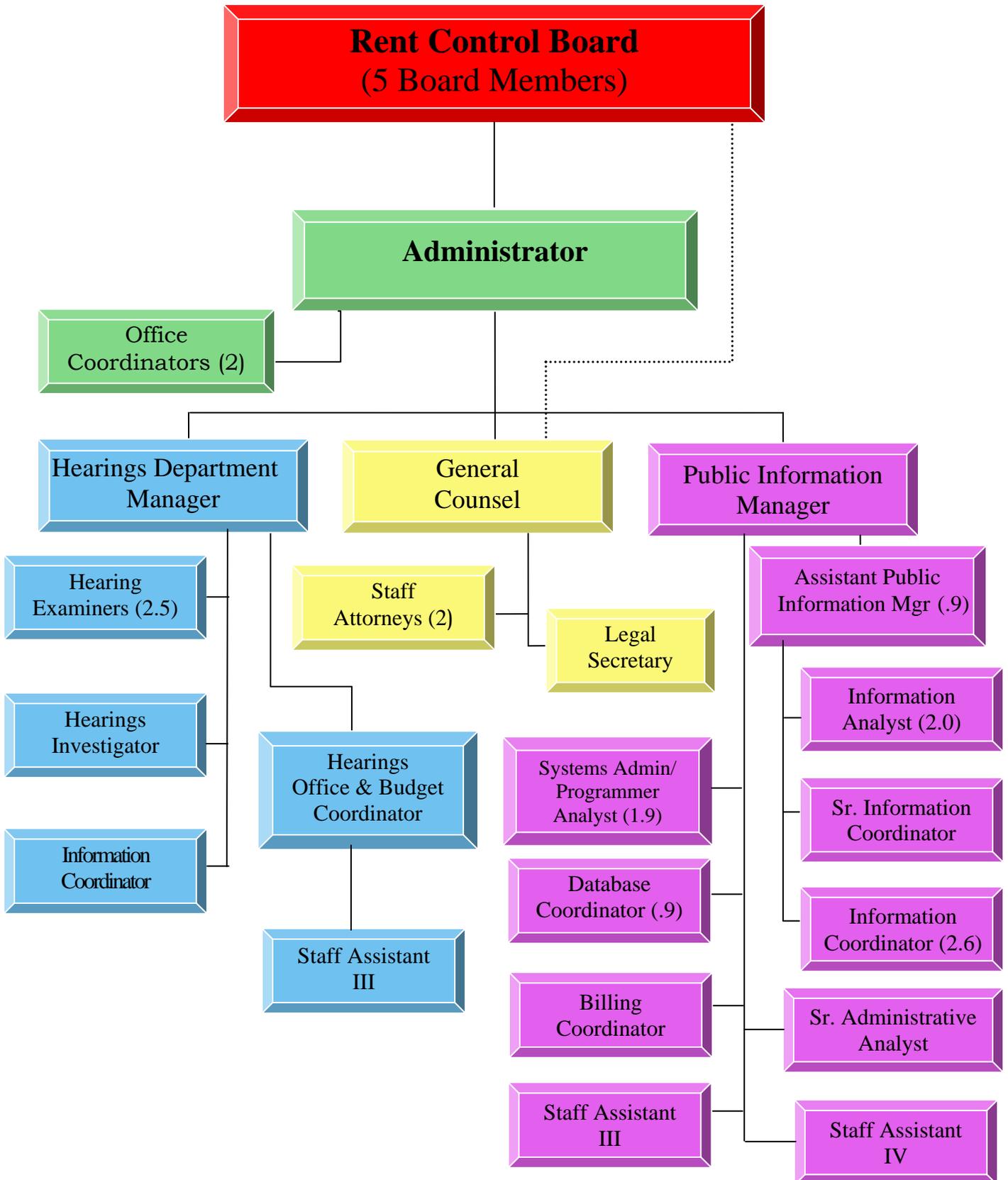
**RESERVE FOR
CAPITAL EQUIPMENT**



**ALLOCATION:
\$0**

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

Santa Monica Rent Control Board Organization Chart





AGENCY GOALS

2005/2006



1. Implement annual mailings to all owners of exempt properties to better identify owner-occupied exemptions which may have lapsed.
2. Institute periodic workshops for new owners to familiarize them with their rights and responsibilities under the Rent Control Law.
3. Modify Rent database to identify units ineligible for market rate vacancy increases (including previous evictions for owner-occupancy, re-rentals after Ellis withdrawals, an owner's opt-out of a Section 8 contract, and unabated serious health and safety code violations).
4. Develop a program for the retention and timely destruction of Agency records including records held in long term storage.



ADMINISTRATION DEPARTMENT



<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS FY 2004/2005</u>	<u>PROPOSED POSITIONS FY 2005/2006</u>
Administrator	1.00	1.00
Office Coordinator	2.00	2.00
Total positions	3.00	3.00

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.

HEARINGS DEPARTMENT



<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS FY 2004/2005</u>	<u>PROPOSED POSITIONS FY 2005/2006</u>
Department Manager	1.00	1.00
Hearing Examiner	2.50	2.50
Hearings Investigator	1.00	1.00
Information Coordinator	1.00	1.00
Budget/Office Coordinator	1.00	1.00
Staff Assistant III	1.00	1.00
Total positions	7.50	7.50

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, tenants not in occupancy, 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 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, provide 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



<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS FY 2004/2005</u>	<u>PROPOSED POSITIONS FY 2005/2006</u>
Public Information Manager	1.00	1.00
Assistant Public Info. Manager	0.90	0.90
Sr. Administrative Analyst	1.00	1.00
Systems Administrator/ Programmer Analyst	1.80	1.90
Database Coordinator	0.90	.90
Information Analyst	0.00	2.00
Information Coordinator	5.30	2.60
Sr. Information Coordinator	1.00	1.00
Billing Coordinator	1.00	1.00
Staff Assistant IV	1.00	1.00
Staff Assistant III	1.00	1.00
Total positions	14.90	14.30

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 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 and Information Analysts 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. The information staff processes new and amended registration forms; reviews petitions; and responds to public inquiries via e-mail. They also pursue outstanding registration fees through small claims actions; process Ellis withdrawals and prepare reports on Ellis activity; 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, single family dwelling, 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.

LEGAL DEPARTMENT



<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS FY 2004/2005</u>	<u>PROPOSED POSITIONS FY 2005/2006</u>
General Counsel	1.00	1.00
Staff Attorney	2.00	2.00
Legal Secretary	1.00	1.00
Total positions	4.00	4.00

DEPARTMENT DESCRIPTION

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

ADMINISTRATION

OBJ	DESCRIPTION	FY 01/02 ACTUAL EXPENSES	FY 02-03 ACTUAL EXPENSES	FY 03-04 ACTUAL EXPENSES	FY 04-05 ACTUAL BUDGET	FY 04-05 PROJECTED EXPENSES	FY 05-06 PROPOSED BUDGET
1100	PERMANENT EMPLOYEE	275,738	282,457	302,548	305,643	323,570	328,184
1104	BOARD ALLOWANCE	6,300	7,200	7,650	9,000	8,300	9,000
1149	OVERTIME	864	306	422	600	302	600
1150	AS-NEEDED EMPLOYEES	0	0	0	0	0	0
1171	MEDICARE EMP CONT	2,360	2,148	2,260	2,278	2,536	2,364
1173	INS-COMPENSATION	20,300	16,400	20,899	27,200	27,200	21,500
1174	INS-EMPL HEALTH/DENT	17,642	20,465	21,294	21,900	23,180	23,281
11743	Health						20,304
11748	Dental						2,574
11749	Vision						403
1177	RETIREMENT CONTRIB	0	19,603	25,930	37,573	42,884	53,639
1194	MEDICAL TRUST	5,112	5,112	5,655	5,112	5,655	5,112
1197	OTHER FRINGE BENEFIT	33,765	2,019	2,038	3,916	2,202	3,222
	TOTAL SALARIES & WAGES	362,080	355,710	388,696	413,222	435,829	470,183
2221	UTIL-TELEPHONE	40,590	68,610	24,741	38,500	31,777	33,400
2231	OFFICE SUPPLIES	3,033	8,673	9,701	10,650	10,650	10,650
2232	POSTAGE	31,881	38,135	30,107	36,500	36,500	36,500
2233	INVENTORY ISSUES	214	4,132	4,158	5,200	4,816	5,200
2254	ADVERTISING	7,374	7,270	6,289	7,000	5,873	7,000
2261	EQUIPMENT RENTAL	252	120	120	120	120	120
2262	RENT	0	0	0	0	0	0
2271	AUTO REIMBURSEMENT	4,020	4,020	4,121	4,020	1,170	1,020
2272	MILEAGE	0	439	495	650	650	650
2282	CONF-MTGS-TRAVEL	6,001	6,113	6,036	6,000	6,000	6,000
2290	MEMBERSHIPS & DUES	660	590	600	650	600	650
2294	INS-VEHICLES	500	1,500	1,600	0	0	700
3302	INS-COMPREHENSIVE	21,980	28,459	32,605	36,847	35,331	37,293
4404	BOOKS & PERIODICALS	602	473	495	1,200	1,200	1,200
4411	PRINTING	21,805	20,582	20,161	21,345	21,968	25,956
4434	INDIRECT COSTS	187,551	219,179	200,778	195,789	195,789	247,866
4439	OTHER COSTS	7,994	38,489	0	28,250	37,934	8,250
5501	CONTRACTUAL SERVICE	79,534	47,320	26,156	28,100	24,100	22,244
5506	PROF SERVICES	65,766	46,001	43,230	66,250	46,250	71,250
5511	LEGAL EXPENSE	0	0	0	0	0	0
5521	TRAINING	1,806	27,327	1,936	3,500	1,306	1,000
7724	SERVICE AGREEMENTS	20,309	25,860	30,144	31,400	31,400	32,340
	TOTAL SUPPLIES & EXPENSES	501,873	593,289	443,473	521,971	493,433	549,289
8803	COMPUTER SYSTEMS	148,555	34,362	18,232	13,175	13,175	7,500
8808	OFFICE EQUIPMENT	16,267	17,247	8,442	13,257	13,257	13,257
8820	BLDG. RENOVATION	20,346	2,926	2,915	10,000	27,961	10,000
8855	RESVE-SYST. UPGRADE	0	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	185,168	54,536	29,589	36,432	54,393	30,757
	TOTAL BUDGET	1,049,121	1,003,535	861,758	971,625	983,655	1,050,229

HEARINGS

OBJ	DESCRIPTION	FY 01/02 ACTUAL EXPENSES	FY 02-03 ACTUAL EXPENSES	FY 03-04 ACTUAL EXPENSES	FY 04-05 ACTUAL BUDGET	FY 04-05 PROJECTED EXPENSES	FY 05-06 PROPOSED BUDGET
1100	PERMANENT EMPLOYEE	568,432	650,462	713,769	719,472	724,146	734,395
1104	BOARD ALLOWANCE	0	0	0	0	0	0
1149	OVERTIME	11,844	9,792	7,865	1,950	1,950	1,650
1150	AS-NEEDED EMPLOYEES	33,090	24,786	0	0	0	0
1171	MEDICARE EMP CONT	5,135	4,972	4,847	4,710	4,710	4,791
1173	INS-COMPENSATION	0	0	0	0	0	0
1174	INS-EMPL HEALTH/DENT	47,893	48,910	55,635	58,400	54,879	62,083
11743	Health						54,144
11748	Dental						6,864
11749	Vision						1,075
1177	RETIREMENT CONTRIB	0	43,799	58,794	86,739	91,076	116,440
1194	MEDICAL TRUST	14,058	13,348	16,387	13,632	15,079	13,632
1197	OTHER FRINGE BENEFIT	4,619	3,907	6,522	8,245	4,493	6,778
	TOTAL SALARIES & WAGES	685,070	799,977	863,819	893,148	896,333	1,001,852
2221	UTIL-TELEPHONE	0	0	0	0	0	0
2231	OFFICE SUPPLIES	2,693	689	60	400	100	400
2232	POSTAGE	0	0	0	0	0	0
2233	INVENTORY ISSUES	191	0	0	0	0	0
2254	ADVERTISING	0	0	0	0	0	0
2261	EQUIPMENT RENTAL	0	0	0	0	0	0
2262	RENT	138,296	116,157	26,150	28,124	28,124	29,137
2271	AUTO REIMBURSEMENT	2,400	2,400	2,460	2,400	2,340	2,400
2272	MILEAGE	695	0	0	0	0	0
2282	CONF-MTGS-TRAVEL	0	0	0	0	0	0
2290	MEMBERSHIPS & DUES	1,250	1,250	1,655	1,834	1,820	1,764
2294	INS-VEHICLES	0	0	0	0	0	0
3302	INS-COMPREHENSIVE	0	0	0	0	0	0
4404	BOOKS & PERIODICALS	0	0	200	200	200	200
4411	PRINTING	0	0	0	0	0	0
4434	INDIRECT COSTS	0	0	0	0	0	0
4439	OTHER COSTS	1,052	0	0	0	0	0
5501	CONTRACTUAL SERVICE	15,108	9,241	11,306	12,200	10,128	11,100
5506	PROF SERVICES	3,604	6,582	27,295	14,717	10,384	9,583
5511	LEGAL EXPENSE	0	0	0	0	0	0
5521	TRAINING	1,206	1,769	1,589	2,000	1,045	1,500
7724	SERVICE AGREEMENTS	1,509	1,219	1,070	1,100	1,075	1,150
	TOTAL SUPPLIES & EXPENSES	168,004	139,307	71,785	62,975	55,216	57,234
8803	COMPUTER SYSTEMS	0	0	0	0	0	0
8808	OFFICE EQUIPMENT	0	0	0	0	0	0
8820	BLDG. RENOVATION	0	0	0	0	0	0
8855	RESVE-SYST. UPGRADE	0	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0	0
	TOTAL BUDGET	853,074	939,284	935,604	956,123	951,549	1,059,086

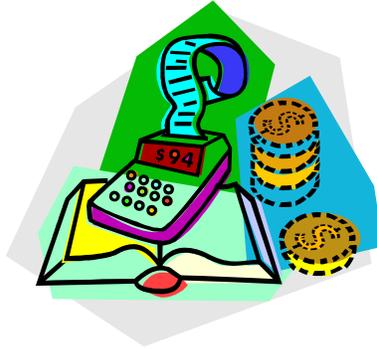
PUBLIC INFORMATION

OBJ	DESCRIPTION	FY 01/02 ACTUAL EXPENSES	FY 02-03 ACTUAL EXPENSES	FY 03-04 ACTUAL EXPENSES	FY 04-05 ACTUAL BUDGET	FY 04-05 PROJECTED EXPENSES	FY 05-06 PROPOSED BUDGET
1100	PERMANENT EMPLOYEE	943,078	923,261	975,122	1,096,702	1,049,728	1,104,062
1104	BOARD ALLOWANCE	0	0	0	0	0	0
1149	OVERTIME	2,811	2,381	5,062	2,500	3,036	2,500
1150	AS-NEEDED EMPLOYEES	9	0	3,626	0	11,157	0
1171	MEDICARE EMP CONT	11,045	10,168	10,188	11,673	11,673	11,847
1173	INS-COMPENSATION	0	0	0	0	0	0
1174	INS-EMPL HEALTH/DENT	93,134	105,733	111,905	109,500	117,245	116,406
11743	Health						101,520
11748	Dental						12,870
11749	Vision						2,016
1177	RETIREMENT CONTRIB	0	64,936	81,092	134,930	132,179	178,079
1194	MEDICAL TRUST	27,264	25,844	28,303	25,560	30,157	25,560
1197	OTHER FRINGE BENEFIT	6,882	4,926	44,738	9,004	4,523	7,891
	TOTAL SALARIES & WAGES	1,084,222	1,137,249	1,260,036	1,389,869	1,359,698	1,562,751
2221	UTIL-TELEPHONE	0	0	0	0	0	0
2231	OFFICE SUPPLIES	7,532	3,392	2,267	1,500	1,500	1,500
2232	POSTAGE	0	0	0	0	0	0
2233	INVENTORY ISSUES	3,256	0	0	0	0	0
2254	ADVERTISING	0	0	0	0	0	0
2261	EQUIPMENT RENTAL	0	0	0	0	0	0
2262	RENT	0	0	0	0	0	0
2271	AUTO REIMBURSEMENT	2,400	2,400	2,460	2,400	2,340	2,400
2272	MILEAGE	96	0	0	0	0	0
2282	CONF-MTGS-TRAVEL	0	0	0	0	0	0
2290	MEMBERSHIPS & DUES	0	0	0	100	100	100
2294	INS-VEHICLES	0	0	0	0	0	0
3302	INS-COMPREHENSIVE	0	0	0	0	0	0
4404	BOOKS & PERIODICALS	0	0	40	40	40	40
4411	PRINTING	0	0	0	0	0	0
4434	INDIRECT COSTS	0	0	0	0	0	0
4439	OTHER COSTS	0	0	0	0	0	0
5501	CONTRACTUAL SERVICE	0	0	0	0	0	0
5506	PROF SERVICES	0	0	0	0	0	0
5511	LEGAL EXPENSE	0	0	0	0	0	0
5521	TRAINING	1,124	3,495	2,841	4,500	3,274	3,500
7724	SERVICE AGREEMENTS	0	0	0	0	0	0
	TOTAL SUPPLIES & EXPENSES	14,407	9,288	7,608	8,540	7,254	7,540
8803	COMPUTER SYSTEMS	0	0	0	0	0	0
8808	OFFICE EQUIPMENT	0	0	0	0	0	0
8820	BLDG. RENOVATION	0	0	0	0	0	0
8855	RESVE-SYST. UPGRADE	0	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0	0
	TOTAL BUDGET	1,098,629	1,146,536	1,267,644	1,398,409	1,366,952	1,570,291

LEGAL

OBJ	DESCRIPTION	FY 01/02 ACTUAL EXPENSES	FY 02-03 ACTUAL EXPENSES	FY 03-04 ACTUAL EXPENSES	FY 04-05 ACTUAL BUDGET	FY 04-05 PROJECTED EXPENSES	FY 05-06 PROPOSED BUDGET
1100	PERMANENT EMPLOYEE	345,653	354,651	416,516	433,213	441,359	500,444
1104	BOARD ALLOWANCE	0	0	0	0	0	0
1149	OVERTIME	205	0	19	250	250	250
1150	AS-NEEDED EMPLOYEES	188	0	0	1,150	0	1,150
1171	MEDICARE EMP CONT	5,609	5,092	5,975	6,302	6,445	7,277
1173	INS-COMPENSATION	0	0	0	0	0	0
1174	INS-EMPL HEALTH/DENT	16,161	21,682	21,227	29,200	22,310	31,042
11743	Health						27,072
11748	Dental						3,432
11749	Vision						538
1177	RETIREMENT CONTRIB	0	24,887	35,922	52,491	55,771	76,316
1194	MEDICAL TRUST	6,816	6,674	7,539	6,816	7,539	6,816
1197	OTHER FRINGE BENEFIT	2,979	2,472	2,653	5,150	2,931	4,251
	TOTAL SALARIES & WAGES	377,610	415,457	489,849	534,572	536,605	658,587
2221	UTIL-TELEPHONE	0	0	0	0	0	0
2231	OFFICE SUPPLIES	889	0	61	200	200	200
2232	POSTAGE	0	0	0	0	0	0
2233	INVENTORY ISSUES	639	0	0	0	0	0
2254	ADVERTISING	0	0	0	0	0	0
2261	EQUIPMENT RENTAL	0	0	0	0	0	0
2262	RENT	0	0	0	0	0	0
2271	AUTO REIMBURSEMENT	2,400	2,400	2,460	2,400	2,340	2,400
2272	MILEAGE	0	0	0	0	0	0
2282	CONF-MTGS-TRAVEL	0	0	0	0	0	0
2290	MEMBERSHIPS & DUES	1,330	1,370	1,425	1,514	1,425	1,529
2294	INS-VEHICLES	0	0	0	0	0	0
3302	INS-COMPREHENSIVE	0	0	0	0	0	0
4404	BOOKS & PERIODICALS	8,598	7,832	8,260	8,000	8,000	8,000
4411	PRINTING	0	0	0	0	0	0
4434	INDIRECT COSTS	0	0	0	0	0	0
4439	OTHER COSTS	0	0	0	0	0	0
5501	CONTRACTUAL SERVICE	7,058	3,517	4,066	6,000	6,000	6,000
5506	PROF SERVICES	7,687	4,324	7,150	10,000	9,543	14,500
5511	LEGAL EXPENSE	44,171	258,933	1,257	100,000	16,946	75,000
5521	TRAINING	205	3,264	1,278	2,500	2,500	2,500
7724	SERVICE AGREEMENTS	0	0	0	0	0	0
	TOTAL SUPPLIES & EXPENSES	72,977	281,639	25,957	130,614	46,954	110,129
8803	COMPUTER SYSTEMS	0	0	0	0	0	0
8808	OFFICE EQUIPMENT	0	0	0	0	0	0
8820	BLDG. RENOVATION	0	0	0	0	0	0
8855	RESVE-SYST. UPGRADE	0	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	0	0	0	0	0	0
	TOTAL BUDGET	450,587	697,096	515,805	665,186	583,559	768,716

REVENUE PROJECTION



Revenue for fiscal year 2005/2006 is projected to be \$3,605,900. The projection for revenue is based on the same registration fee that has been in effect for the past eight 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. Although the total number of billable units has decreased over the years, during fiscal year 2001/2002, the number of billable units increased due to a change in state law and Rent Control Regulations regarding unsold TORCA units. Once TORCA units are sold separately, their rent levels are permanently decontrolled as single family dwellings. TORCA units will continue to be separately sold and, therefore, decontrolled and lost as billable units, but this will be a gradual process over the next several years.

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 fee waiver applications and rates of TORCA unit sales. For fiscal year 2004/2005 staff projected 26,450 units would be billed, which was 65 units less than the actual number of units billed for registration fees in June 2004 (26,515). Staff believes it is reasonable to again project revenue based on 26,450 billable units for fiscal year 2005/2006.

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 senior and disabled tenants and Section 8 tenants. Refunds are also given for overpayments of billed fees.

Refunds for overpayments are very unpredictable and can vary widely from year to year. Refunds for overpayments in fiscal year 2003/2004 were almost double the amount from the prior fiscal year. For fiscal year 2004/2005, it appears that the total number of refunds issued will be approximately \$14,000, which is \$6,500 less than projected.

Refunds issued for Section 8 tenants have increased somewhat over the last two fiscal years, while the number of senior fee waivers decreased. Staff believes this pattern will continue.

Based on the decrease in refunds for overpayments projected for fiscal year 2004/2005, staff is projecting that \$17,500 will be refunded over the course of fiscal year 2005/2006.

With a registration fee of \$11 per month, based on an estimate of 26,450 controlled billable rental units, the revenue would be \$3,491,400. Net registration fees after subtracting projected refunds (\$17,500) would be \$3,473,900.

Interest Earnings The second source of revenue is interest earnings on City-invested Rent Control funds, estimated to be \$120,000. The City Treasurer is estimating a rate of return on invested funds of 3.45%; 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 \$4,000 in new administrative records fees in 2005/2006, some of which may need to be reimbursed. All unexpended funds collected for these records 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. The majority of filing fees collected during a fiscal year is attributed to owner-occupied exemption applications. Total projected filing fees are \$4,000.

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

SOURCES OF REVENUE

Registration Fees - 26,450 units	\$3,491,400	
Refunded Registration Fees	- <u>17,500</u>	
Registration Fees Subtotal		3,473,900
Interest Earnings @ 3.45%		120,000
Administrative Records Charges		4,000
Filing Fees		4,000
Miscellaneous Charges		<u>4,000</u>
Total Revenue		\$3,605,900

At the end of fiscal year 2004/2005, the Agency's undesignated fund balance, which is the Agency's "safety net" in case of emergency, is projected to be about \$1,900,000. The proposed budget has a deficit of \$842,421 with the expectation that the shortfall would be covered from the undesignated reserve fund.

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>Existing¹ Reserves</u>	<u>Expected Additional Reserves</u>	<u>Total Projected Reserves</u>
General Emergency	\$24,770	\$0	\$24,770
Office Equipment	14,010	0	14,010
Legal/Administrative Records	<u>20,195</u>	<u>0</u>	<u>20,195</u>
Total	\$58,975	\$0	\$58,975

¹ As of May 5, 2005.