

8/6/70

Memorandum 70-74

Subject: Budget for 1971-72 Fiscal Year

Attached is a proposed budget for the 1971-72 fiscal year. This budget is designed to stay within the amount available to the Commission for the 1970-71 fiscal year. The budget contemplates normal staff promotions and continuation of operations at approximately the present level.

The budget anticipates (during the current year, 1970-71) a transfer of approximately \$7,500 of savings--resulting from filling the Assistant Executive Secretary vacancy at the Junior Counsel level--from personal services to research to provide more money for research. This is discussed further in Memorandum 70-75.

The column designated "Budgeted" for 1970-71 and 1971-72 does not reflect our actual situation. It is based on the positions we are authorized to fill: An Executive Secretary, Assistant Executive Secretary, Senior Attorney, and Junior Counsel. We actually will have some of the positions filled at lower levels. For example, we will have an Assistant Executive Secretary (Mr. Horton) for only about one-half of the 1970-71 fiscal year, we will not have a Senior Attorney at all during that year, and we will have two Junior Counsels instead of one during the year. This was generally anticipated last year when we prepared the budget for 1970-71 except that we did not anticipate the resignation earlier this year of the Assistant Executive Secretary. The column designated "Filled" for 1970-71 and 1971-72 reflects the actual experience we anticipate we will have on Personal Services.

With respect to Operating Expenses and Equipment, the following matters should be noted:

(1) Printing needs will be high during 1971-72 since we should be publishing most of our material on condemnation and inverse condemnation during that fiscal year.

(2) Approximately \$10,000 is provided for research. The actual amount that will be available may be less since some of the other operating expense categories may not be adequately funded.

(3) We have budgeted \$4,000 for rent. Our present lease will expire before the beginning of the 1971-72 fiscal year, and we will need to negotiate a new lease. Preliminary, informal discussions indicate that Stanford may be willing to make a new five-year lease at a rent of \$5,000 per year. Our present five-year lease provides for \$10,000 for the first year, and \$4,000 for each of the following four years. We hope to negotiate the new lease before the proposed budget is due and to finance it by reducing printing by \$1,000.

The staff believes that we can continue our operations at a reasonable level on the proposed budget. We believe that it is desirable that the Commission remain within the amount available for the current year in preparing the budget for the next year. (You should note that we saved approximately \$10,000 during 1969-70 because we were unable to find a consultant on the nonprofit corporations study, and we had allocated \$10,000 to that study.)

Respectfully submitted,

John H. DeMouilly  
Executive Secretary

| SUMMARY<br>BY OBJECT                    | PERSONNEL MAN-YEARS |         |         | SUMMARY           |                     |                      |                              |
|---|---------------------|---------|---------|-------------------|---------------------|----------------------|------------------------------|
|   | 1969-70             | 1970-71 | 1971-72 | Actual<br>1969-70 | Budgeted<br>1970-71 | Estimated<br>1970-71 | Proposed Budgeted<br>1971-72 |
| <u>Personal Services</u>                |                     |         |         |                   |                     |                      |                              |
| Auth. Pos.                              | 7.3                 | 8       | 8       | \$95,281          | \$116,437*          | \$121,811            | \$118,681                    |
| Est. Savings                            | --                  | --      | --      | --                | --                  | -13,227              | -7,371                       |
| NET TOTALS                              | 7.3                 | 8       | 8       | 95,281            | 116,437             | 108,584              | 111,310                      |
| Staff Benefits                          | --                  | --      | --      | 8,330             | 12,211              | 11,544               | 11,493                       |
| TOTALS, PERSONAL SERVICES               | 7.3                 | 8       | 8       | 103,611           | 128,648             | 120,128**            | 122,803                      |
| <u>Operating Expenses and Equipment</u> |                     |         |         | 56,092            | 40,092              | 48,471***            | 45,671                       |
| TOTAL EXPENDITURES                      |                     |         |         | \$159,703         | \$168,740           | \$168,599            | \$168,474                    |
| Total Available                         |                     |         |         | 169,856           | 168,740             | 168,740              | 168,474                      |
| Savings                                 |                     |         |         | 10,153            |                     | 141                  |                              |

\* Includes \$5,851 from Salary Increase Fund.

\*\* Based on present staffing.

\*\*\* Anticipates transfer of \$7,500 from Personal Services to Research.

PERSONAL SERVICES 1970-71

| <u>Authorized Positions</u>     | <u>Budgeted</u> | <u>Filled</u> | <u>Salary Range</u> | <u>Budgeted</u>  | <u>Filled</u>    | <u>Savings</u> |
|---------------------------------|-----------------|---------------|---------------------|------------------|------------------|----------------|
| Commission members              | --              | --            | \$20 day            | \$3,500          | \$3,500          | --             |
| Executive Secretary             | 1               | 1             | 1882-2288           | 27,456           | 27,456           | --             |
| Ass't Exec. Secretary           | 1               | 0.5           | 1708-2076           | 20,496           | 11,956           | } 110          |
| Associate Counsel               | --              | 0.5           | 1337-1626           | --               | 8,430            |                |
| Senior Attorney                 | 1               | --            | 1475-1793           | 17,700           | --               | } 5697         |
| Student Legal Ass't             | --              | 0.6           | 535-959             | --               | 6,713            |                |
| Junior Counsel                  | --              | 0.4           | 870-1058            | --               | 5,290            | } 693          |
| Junior Counsel                  | 1               | 0.4           | 870-1058            | 12,696           | 5,290            |                |
| Student Legal Ass't             | --              | 0.6           | 535-959             | --               | 6,713            |                |
| Admin. Ass't I                  | 1               | 1             | 863-1048            | 12,576           | 12,576           | --             |
| Sr. Legal Steno                 | 1               | --            | 599-728             | 7,188            | --               | } 1353         |
| Clerk-Typist II                 | --              | 1             | 457-614             | --               | 5,835            |                |
| Clerk-Typist II                 | 1               | 1             | 457-614             | 6,672            | 6,672            | --             |
| Temporary Help                  | 1               | 1             |                     | 8,153            | 8,153            |                |
| <b>Total, Salaries</b>          | <b>8</b>        | <b>8</b>      |                     | <b>\$116,437</b> | <b>\$108,584</b> | <b>\$7853</b>  |
| <b>Staff Benefits</b>           |                 |               |                     |                  |                  |                |
| Retirement (PERS)               |                 |               |                     | 8,188            | 7,619            | 569            |
| Social Security (OASDI)         |                 |               |                     | 3,219            | 3,121            | 98             |
| Health and Welfare              |                 |               |                     | 704              | 704              | --             |
| Workmen's Compensation          |                 |               |                     | 100              | 100              | --             |
| <b>Total, Staff Benefits</b>    |                 |               |                     | <b>12,211</b>    | <b>11,544</b>    | <b>667</b>     |
| <b>TOTAL, PERSONAL SERVICES</b> |                 |               |                     | <b>\$128,648</b> | <b>\$120,128</b> | <b>\$8520</b>  |

Filled positions basis:

Horton to Assistant Executive Secretary on 1/1/71 at entry level of \$1,708.  
 Smay and Sterling to Junior Counsel on 2/1/71 at maximum step of \$1,058.

PERSONAL SERVICES 1971-72

| <u>Authorized Positions</u>     | <u>Budgeted</u> | <u>Filled</u> | <u>Salary Range</u> | <u>Budgeted</u>  | <u>Filled</u>    | <u>Savings</u> |
|---------------------------------|-----------------|---------------|---------------------|------------------|------------------|----------------|
| Commission members              | --              | --            | \$20 day            | \$3,500          | \$3,500          | --             |
| Executive Secretary             | 1               | 1             | 1882-2288           | 27,456           | 27,456           | --             |
| Ass't Exec. Secretary           | 1               | 1             | 1708-2076           | 21,516           | 21,006           | 510            |
| Senior Attorney                 | 1               | --            | 1475-1793           | 18,576           | --               | } 5670         |
| Assistant Counsel               | --              | 0.4           | 998-1213            | --               | 5,500            |                |
| Junior Counsel                  | --              | 0.6           | 870-1058            | --               | 7,406            |                |
| Junior Counsel                  | 1               | 0.6           | 870-1058            | 12,696           | 7,406            | } -210         |
| Assistant Counsel               | --              | 0.4           | 998-1213            | --               | 5,500            |                |
| Admin. Ass't I                  | 1               | 1             | 863-1048            | 12,576           | 12,576           | --             |
| Sr. Legal Steno                 | 1               | --            | 599-728             | 7,536            | --               | } 1401         |
| Clerk-Typist II                 | --              | 1             | 457-614             | --               | 6,135            |                |
| Clerk-Typist II                 | 1               | 1             | 457-614             | 6,672            | 6,672            | --             |
| Temporary Help                  | 1               | 1             |                     | 8,153            | 8,153            |                |
| <b>Total, Salaries</b>          | <b>8</b>        | <b>8</b>      |                     | <b>\$118,681</b> | <b>\$111,310</b> | <b>\$7371</b>  |
| <b>Staff Benefits</b>           |                 |               |                     |                  |                  |                |
| Retirement (PERS)               |                 |               |                     | 8,350            | 7,815            | 535            |
| Social Security (OASDI)         |                 |               |                     | 2,847            | 2,774            | 73             |
| Health and Welfare              |                 |               |                     | 804              | 804              | --             |
| Workmen's Compensation          |                 |               |                     | 100              | 100              | --             |
| <b>Total, Staff Benefits</b>    |                 |               |                     | <b>12,101</b>    | <b>11,493</b>    | <b>608</b>     |
| <b>TOTAL, PERSONAL SERVICES</b> |                 |               |                     | <b>\$130,782</b> | <b>\$122,803</b> | <b>\$7979</b>  |

Filled positions basis:

Smay and Sterling to Assistant Counsel on 2/1/72 at third step (authorized entry level) of \$1100.

STAFF BENEFITS

|                         | <u>Actual<br/>1969-70</u> | <u>Budgeted<br/>1970-71</u> | <u>Estimated<br/>1970-71*</u> | <u>Proposed Budgeted<br/>1971-72</u> |
|-------------------------|---------------------------|-----------------------------|-------------------------------|--------------------------------------|
| Retirement (PERS)       |                           | \$8,188                     | \$7,619                       | \$7,815                              |
| Social Security (OASDI) |                           | 3,219                       | 3,121                         | 2,774                                |
| Health and Welfare      |                           | 704                         | 704                           | 804                                  |
| Workmen's Compensation  |                           | <u>100</u>                  | <u>100</u>                    | <u>100</u>                           |
| TOTAL                   | \$8,330                   | \$12,211                    | \$11,544                      | \$11,493                             |

\*Based on present staffing.

OPERATING EXPENSES AND EQUIPMENT

|                                    | <u>Actual<br/>1969-70</u> | <u>Budgeted<br/>1970-71</u> | <u>Estimated<br/>1970-71</u> | <u>Proposed Budgeted<br/>1971-72</u> |
|------------------------------------|---------------------------|-----------------------------|------------------------------|--------------------------------------|
| General Expenses                   | 6,482                     | 5,500                       | 5,500                        | 6,000                                |
| Printing                           | 13,500                    | 11,800                      | 11,800                       | 14,000                               |
| Communications                     | 2,755                     | 3,000                       | 3,000                        | 3,000                                |
| Traveling--in-state                | 4,140                     | 6,229                       | 6,500                        | 6,000                                |
| Traveling--out-of-state            | 324                       | 400                         | 400                          | 400                                  |
| Rent--building space               | 4,000                     | 4,000                       | 4,000                        | 4,000                                |
| Accounting service                 | 1,476                     | 2,163                       | 2,163                        | 2,163                                |
| Research & contractual<br>services | 22,600                    | 7,000                       | 15,108                       | 10,108                               |
| Equipment                          | <u>815</u>                | <u>          </u>           | <u>          </u>            | <u>          </u>                    |
| TOTAL                              | \$56,092                  | \$40,092                    | \$48,471*                    | \$45,671                             |

\* Reflects anticipated transfer of \$7,500 from personal services to research.