

7/6/66

Memorandum 66-32

Subject: 1967-68 Budget

We had planned to submit a draft of a budget for the 1967-68 fiscal year for your approval at the July meeting. However, we are unable to do so because we could not obtain the necessary information (primarily information concerning our expenditures for the past fiscal year). (If we obtain the necessary information prior to the meeting, we will prepare a supplement to this memorandum.)

Nevertheless, we suggest that the Commission decide the policy questions in connection with the 1967-68 budget and that the Chairman be authorized to approve the actual budget after it has been prepared by the staff in accordance with those decisions. Most of the policy decisions will involve additional expenditures. Hence, any decisions will be subject to approval of the Budget Division. The amounts to be budgeted for items not discussed below will be consistent with our actual expenditures for the past year, adjusted to reflect any anticipated increases in costs.

The policy matters presented for your decision are:

1. We plan to include moneys in the budget for the 1967-68 fiscal year to obtain bookkeeping services from the Department of General Services. We estimate that such services can be obtained for approximately \$1,000. Our bookkeeping service is now provided (free of charge) by the office of the Legislative Counsel. This arrangement is not considered satisfactory by either the Legislative Counsel or us. We have discussed this matter with our Budget Examiner and he believes that it is a desirable administrative

change.. We are attempting to obtain such service prior to the 1967-68 fiscal year if we can work out the details with the Department of General Services and can find the funds to finance the service.

2. We plan to increase the amount of funds for general operating expenses and postage. We anticipate that we will be producing a substantial volume of material relating to condemnation law and procedure which we will be mailing to numerous persons who have indicated their interest in this subject.

3. We plan to promote the present Junior Counsel to higher level attorney positions as he qualifies for such positions. We contemplate that he would be eligible for the Associate Counsel level position during the 1967-68 fiscal year. This is the level that all attorneys who are reasonably competent are expected to reach in the state service. We do not plan to budget for any other staff promotions.

4. We plan to budget the same amount as in the budget for the current year (\$500) for out-of-state travel to permit staff members to attend the meeting of the National Legislative Conference. We plan to divide up the available money among those staff members who wish to attend the conference, with the understanding that the persons attending will be only partially reimbursed for their expenses in attending the conference.

5. We plan to budget about \$1,700 to purchase used sets of the California Reports and the California Appellate Reports. We presently have use of these volumes immediately adjacent to our office, but we will be moving and need to have such volumes conveniently available in order to maintain our productivity.

6. We plan to increase the amount available for temporary help. We use this money exclusively for the employment of part-time legal help (both law students and lawyers). We anticipate a need for such assistance in preparing the research studies on condemnation law and procedure.

7. We plan to budget approximately \$500 for equipment (current year--\$100). We anticipate that the need for equipment will become apparent after we have moved to our new quarters. If we do not spend the amount budgeted, we will use it for printing. We have been considering the desirability of purchasing a machine that would permit us to type our reports and produce copy that could be photo-offset by the printer. This would substantially eliminate the cost of setting type, proofreading by personnel in the state printing plant, page-make-up and other costs. However, the machine costs approximately \$5,000 and we are not sure that we could fit the production of copy for the printer in our office into our work schedule. (Most of our printing must be accomplished in a four-month period.) Nevertheless, there is a possibility that we may discuss this matter with the Budget Examiner and include the equipment in our budget if he is willing to provide the necessary funds and we determine that we can produce the material on schedule.

Respectfully submitted,

John H. DeMouilly
Executive Secretary

SUMMARY OF SCHEDULE FOR PUBLICATIONS FOR 1967 SESSION

<u>Topic</u>	<u>Approve Bill for preprinting</u>	<u>Approve Pamphlet for Printing</u>	<u>Status of Research Study</u>
Study 50 - Lessor-Lessee	Approved	October meeting	Will be printed in August issue of Calif. L. Rev. with Tent. Rec.
Study 67 - Unincorporated Associations	Approved	September meeting	Staff preparing study
Study 62 - Vehicle Code § 17150	July meeting	August meeting	Printed - Stanford Law Review
Study 53 - Personal Injury Damages	July meeting	August meeting	Printed - U.C.L.A. Law Review
Study 55 - Additur	July meeting	August meeting	Staff preparing study -- hope to have published in Santa Clara Lawyer
Study 36 - Condemnation	July meeting	October meeting	Will be printed in August issue of Stanford Law Review
Study 26 - Escheat	July meeting	October meeting	None will be published
Study 44 - Fictitious Names	August meeting	September meeting	Staff preparing study
Study 42 - Good Faith Improvers	August meeting	September meeting	Printed - Stanford Law Review
Study 63 - Evidence Code			
No. 1 -- General	August meeting	September meeting	No study
No. 2 -- Agricultural Code	July meeting	October meeting	No study
No. 3 -- Commercial Code	July meeting	October meeting	No study
No. 4 -- Public Res. Code	October meeting	October meeting	No study
No. 5 -- Bus. & Prof. Code	October meeting	October meeting	No study
Study 65 - Inverse Condemnation	?	November meeting	Due September 1, 1966
1967 Annual Report		November meeting	