

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			
SUMMARY BY OBJECT	PERSONNEL MAN-YEARS			Actual 1969-70	Budgeted 1970-71	Estimated 1970-71	Proposed Budgeted 1971-72
	1969-70	1970-71	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

Authorized Positions	Budgeted	Filled	Salary Range	Budgeted	Filled	Savings
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	--	
Student Legal Ass't	--	0.6	535-959	--	6,713	5697
Junior Counsel	--	0.4	870-1058	--	5,290	
Junior Counsel	1	0.4	870-1058	12,696	5,290	
Student Legal Ass't	--	0.6	535-959	--	6,713	693
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	
Total, Salaries	8	8		\$116,437	\$108,584	\$7853
Staff Benefits						
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	--
Total, Staff Benefits				12,211	11,544	667
TOTAL, PERSONAL SERVICES				\$128,648	\$120,128	\$8520

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	<u>1</u>	<u>1</u>		<u>8,153</u>	<u>8,153</u>	
Total, Salaries	8	8		\$118,681	\$111,310	\$7371
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<u>Staff Benefits</u>						
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	--
Total, Staff Benefits				<u>12,101</u>	<u>11,493</u>	<u>608</u>
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TOTAL, PERSONAL SERVICES				\$130,782	\$122,803	\$7979

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 1969-70</u>	<u>Budgeted 1970-71</u>	<u>Estimated 1970-71*</u>	<u>Proposed Budgeted 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> </u>	<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 1969-70</u>	<u>Budgeted 1970-71</u>	<u>Estimated 1970-71</u>	<u>Proposed Budgeted 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 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.