

8/14/85

Memorandum 85-70

Subject: Budget for 1986-87 Fiscal Year

Attached is a staff proposed budget for the 1986-87 fiscal year. The date for submission of the budget to Department of Finance is September 13. We will need to submit the draft of the budget to the Department of General Services prior to that date so that it can be prepared in proper form for submission to Department of Finance.

Salaries and staff benefits. Due to pending legislative approval of some collective bargaining contracts covering the current and budget years, Department of Finance has not yet issued detailed instructions regarding the computation of salary and staff benefits increases for the current and budget years. The additional funds determined by Department of Finance to be necessary to cover these increases in employee compensation will be added by the Department of Finance to the current year and budget year totals once all collective bargaining agreements are approved. Accordingly, the exact total expenditures for the current year and budget year are not available at this time.

The budget has been prepared to reflect salary savings resulting from filling one Staff Counsel II position on a 3/4 time base. Bob Murphy has been working on a 3/4 time base and will continue to do so during Fiscal Year 1986-87.

Operating expenses and equipment. The budget year operating expenses portion of the budget reflects the maximum amount allowed by Department of Finance for the budget year (1986-87). This amount was determined by taking the current year amount (minus the one-time augmentation of \$38,000 for replacement of word processing equipment and printing of the Commission's Probate Code recommendation) and multiplying this by the general increase percentage (4.5%) allowed by Department of Finance. This computation resulted in an additional \$5,000 for operating expenses in the budget year. This amount was distributed among operating expense categories in which we anticipate cost increases--general expenses, communications, in-state travel, and

facilities operations. The current year facilities operations allotment includes an anticipated one-time charge by Department of General Services of approximately \$1,500 for renegotiation of the Commission's office space lease; the budget year figure is estimated to cover a probable rent increase. Current year expenditures are greater than proposed budget year expenditures because of the one-time \$38,000 augmentation noted above.

The total amount for current and budget year operating expenses cannot be changed. However, the Commission may change the distribution of amounts for operating expense items for the current and budget years, except for the equipment item in the current year.

Total proposed budget. The staff believes that the total amount anticipated to be available in the final proposed budget (including employee compensation increases), as determined by Department of Finance, will be sufficient to carry on the present level of activities without impairment. We request that the Commission approve the budget with the understanding that additional funds for employee compensation increases will be added by Department of Finance. We will answer any questions you have concerning the budget at the meeting.

Respectfully submitted,

Juan C. Rogers
Administrative Assistant

Program Objectives Statement

The primary objective of the California Law Revision Commission is to study the statutory and decisional law of this state, to discover defects and anachronisms and to recommend legislation to effected needed reforms.

The Commission consists of a member of the Senate appointed by the Committee on Rules, a member of the Assembly appointed by the Speaker, and seven additional members appointed by the Governor with the advice and consent of the Senate. The Legislative Counsel is an ex officio member of the Commission.

The Commission assists the Legislature in keeping the law up to date by intensively studying complex and controversial subjects, identifying major policy questions for legislative attention, gathering the views of interested persons and organizations, and drafting recommended legislation for legislative consideration. The efforts of the Commission permit the Legislature to determine significant policy questions rather than to concern itself with the technical problems in preparing background studies, working out intricate legal problems, and drafting needed legislation. The Commission thus enables the Legislature to accomplish needed reforms that otherwise might not be made because of the heavy demands on legislative time. In some cases, the Commission's study discloses that no new legislation on a particular topic is needed, thus relieving the Legislature of the need to study the topic.

The Commission may only study topics which the Legislature authorizes by concurrent resolution. The Commission now has an agenda of 23 topics.

In 1985, the Commission recommended nine bills to the legislature, of which eight were enacted. The enacted bills dealt with wills and intestate succession, transfer of property without probate, creditor's remedies, spousal support, litigation expenses in family law proceedings, division of jointly owned property upon marriage dissolution, severance of joint tenancy, abandoned easements, mediation communications, Uniform Transfers to Minors Act, and durable powers of attorney.

During 1986, the Commission plans to work almost exclusively on probate law and procedure. The Commission's objective is to submit a new Probate Code for enactment by the 1987 Legislature.

Authority

Section 8280, Government Code.

SUMMARY BY OBJECT

(Dollar Figures in Thousands)

	Actual 1984-85	Estimated 1985-86	Proposed 1986-87	Actual 1984-85	Estimated 1985-86	Proposed 1986-87
PERSONAL SERVICES						
Authorized positions.....	6.8	8	8	\$ 267	\$ 299	\$ 302
Salary increase adjustment.....					#	#
Total, Adj. Authorized Positions.	<u>6.8</u>	<u>8</u>	<u>8</u>	<u>\$ 267</u>	<u>\$ 299</u>	<u>\$ 302</u>
Merit salary adjustment.....	-	-	-	-	(1)	(3)
Total, Salaries & Wages.....	<u>6.8</u>	<u>8</u>	<u>8</u>	<u>\$ 267</u>	<u>\$ 299</u>	<u>\$ 302</u>
Estimated salary savings.....	-	-0.3	-0.3	-	-12	-12
Net Totals, Salaries & Wages.....	<u>6.8</u>	<u>7.7</u>	<u>7.7</u>	<u>\$ 267</u>	<u>\$ 287</u>	<u>\$ 290</u>
Staff benefits.....	-	-	-	72	79	79
Staff benefits increase adjustment..					#	#
TOTALS, PERSONAL SERVICES	<u>6.8</u>	<u>7.7</u>	<u>7.7</u>	<u>\$ 339</u>	<u>\$ 366*</u>	<u>\$ 369*</u>
 OPERATING EXPENSES & EQUIPMENT						
General Expenses.....				\$ 17	\$ 14	\$ 15
Printing.....				18	31	21
Communications.....				4	5	6
Postage.....				6	7	7
Travel--In-State.....				14	17	19
Travel--Out-of-State.....				1	2	2
Facilities Operations.....				14	17	18
Consultant & Professional Services; External.....				1	20	20
Consultant & Professional Services; Interdepartmental.....				18	19	19
Equipment.....				7	28	-
TOTALS, OPERATING EXPENSES & EQUIPMENT.....				<u>\$ 101+</u>	<u>\$ 160</u>	<u>\$ 127</u>
TOTAL EXPENDITURES.....				<u>\$ 440</u>	<u>\$ 526*</u>	<u>\$ 496*</u>

#To be determined by Department of Finance.

+Numbers do not add to total due to rounding.

*Figures for Total Personal Services and Total Expenditures will be revised to reflect any increases in salaries and staff benefits.

AUTHORIZED POSITIONS

CLASS TITLE	Filled 1984-85	Author. 1985-86	Proposed 1986-87	Actual 1984-85	Estimated 1985-86	Proposed 1986-87
Commission Members (7), per diem	-	-	-	\$50/day	\$ 4,200	\$ 4,200
Executive Secretary.....	1	1	1	\$4659-4867	58,404	58,404
Assistant Executive Secretary...	1	1	1	4300-4731	56,772	56,772
Staff Counsel II.....	1.8	2	2	3378-4082	97,968	97,968
Assoc. Gov. Program Analyst.....	1	1	1	2515-3035	32,649	34,224
Sr. Word Processing Technician..	0.8	1	1	1428-1684	18,720	19,518
Word Processing Technician.....	0.8	1	1	1276-1483	15,840	16,449
Office Assist. II-Typing.....	0.1	-	-	1188-1375	-	-
Temporary Help.....	<u>0.3</u>	<u>1</u>	<u>1</u>	<u>(2,438)</u>	<u>14,017</u>	<u>14,017</u>
TOTALS, AUTHORIZED POSITIONS	6.8	8	8	\$ 266,758	\$298,570	\$301,552
Regular, Ongoing.....	6.5	7	7	\$ 264,320	\$284,553	\$287,535
Temporary Help.....	0.3	1	1	2,438	14,017	14,017

These salary and wage figures do not include increases to be made effective July 1, 1985 and July 1, 1986.