

MINUTE ITEM

24. PROPOSED BUDGET 1961-62 FISCAL YEAR - W.O. 3575.

After consideration of Calendar Item 19 attached, and upon motion duly made and unanimously carried, the following resolution was adopted:

THE COMMISSION APPROVES:

1. THE PROPOSED BUDGET FOR THE STATE LANDS COMMISSION FOR THE FISCAL YEAR 1961-62 IN THE TOTAL AMOUNT OF \$1,179,064, INCLUSIVE OF CONTRIBUTIONS TO THE STATE EMPLOYEES RETIREMENT FUND.
2. THE ESTABLISHMENT OF POSITIONS AS FOLLOWS:

<u>SECTION</u>	<u>NO. OF POSITIONS</u>
<u>LEGAL</u>	
ASSOCIATE COUNSEL	1
<u>ADMINISTRATIVE SERVICES</u>	
SENIOR STENOGRAPHER-CLERK	1

Attachment
Calendar Item 19 (3 pages)

CALENDAR ITEM

19.

PROPOSED BUDGET 1961-62 FISCAL YEAR - W.O. 3575.

Despite an anticipated substantial increase in workload, the budget proposal for the State Lands Division, Department of Finance, for the 1961-62 Fiscal Year reflects a decrease of 0.2% as compared with the current year. It has been designed in conformance with a policy directive from the Director of Finance, i.e., that the total appropriation to be requested shall not exceed the appropriation for the current year.

Barometers used to forecast future activity indicate that the Division will be called on to discharge more work than ever during the budget year. Despite the fact that 590 transactions were closed during the past period, the backlog to be handled during the current fiscal year has increased 23%.

The workload of the Division is increasing constantly due to a number of factors; i.e.,

- (1) the need of the office of the Attorney General for more technical assistance in connection with litigation;
- (2) additional legislative assignments;
- (3) the development of new oil and gas leases; and
- (4) resulting heavier administrative duties.

Budgetary restrictions, however, prohibit securing additional staffing to discharge these duties. Under these conditions, the necessary result will be a further increase in the backlog of work.

A comparative summary and analysis of the current and proposed budgets follows:

<u>State Lands Division</u>	<u>Estimate 1960-61</u>	<u>Proposed 1961-62</u>	<u>Increase or Decrease</u>
Number of Positions	112.8	108.8	- 4.
Administration-Support	\$1,117,006	\$1,114,998	\$ - 2,008
Contributions to Retirement Fund	\$ 64,009	\$ 64,066	\$ + 57
Total Expenditures	\$1,181,015	\$1,179,064	\$ - 1,951 (-0.2%)

CALENDAR ITEM 19. (CONTD.)

Comparison by Object Categories

<u>Description</u>	<u>Current Year</u>	<u>Budget Year</u>	<u>Difference</u>
Salaries and Wages	\$ 782,507	\$ 783,201	\$ + 694
Operating Expense	392,134	370,770	-21,364
Equipment	<u>18,841</u>	<u>18,777</u>	<u>- 64</u>
Total Allotments	\$1,193,482	\$1,172,748	\$ -20,734
Estimated Reimbursements	<u>- 76,476</u>	<u>- 57,750</u>	<u>+18,726</u>
Net Expenditures	\$1,117,006	\$1,114,998	\$ - 2,008

Salaries and Wages - Additional salary costs for merit salary adjustments during the budget year amounting to approximately \$24,000, plus the costs of two new positions (\$14,364) are being financed through a transfer of estimated savings, Operating Expense, plus an increase in Estimated Salary Savings.

Positions requested consist of:

Associate Counsel	1
Senior Stenographer-Clerk	1

Details as to the nature of and the justification for these positions are set forth in the Division's Budget Justification, a copy of which has been furnished to the Commissioners.

Operating Expense - The estimated savings of \$21,364 are anticipated as a result of a reduction in costs for Attorney General's services and through the elimination of the non-recurring charge, current year (\$7,000), required for the removal of an abandoned barge offshore Huntington Beach State Park. As has been stated, the savings estimated have been applied to defray additional costs, Salaries and Wages.

Equipment - Allotments requested for the budget year are approximately equal to those for the current year. In addition to normal replacements, funds requested will provide for the furnishing of a technical and law library, and the replacement of two State vehicles in accordance with established State standards.

IT IS RECOMMENDED THAT THE COMMISSION APPROVE:

1. THE PROPOSED BUDGET FOR THE STATE LANDS COMMISSION FOR THE FISCAL YEAR 1961-62 IN THE TOTAL AMOUNT OF \$1,179,064, INCLUSIVE OF CONTRIBUTIONS TO THE STATE EMPLOYEES RETIREMENT FUND.

CALENDAR ITEM 19. (CONTD.)

2. THE ESTABLISHMENT OF POSITIONS AS FOLLOWS:

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LEGAL	
ASSOCIATE COUNSEL	1
ADMINISTRATIVE SERVICES	
SENIOR STENOGRAPHER-CLERK	1