

## GOVERNOR'S OFFICE

### For Support of the Governor's Office from the General Fund

Item 26 of the Budget Bill and page 13 of the Budget. The amount requested is \$248,363 for the 1948-49 Fiscal Year. This compares with \$228,219 estimated expenditures for 1947-48 Fiscal Year, an increase of \$20,144 or 9 percent.

The Budget provides for a continuation of the augmented staff of this office during the 1948-49 Fiscal Year. The staff was increased from a total of 39 to 42 positions in 1947-48, because of increased demands on this office. The proposed increase over 1947-48 results principally from a carrying out of the provisions of Chapter 54, Laws of 1947 which authorize the Governor to increase the maximum salary paid to employees of his office.

*There is one added position proposed for this Budget, a secretary at a salary of \$6,000 a year.* The balance of the increase is based on adjustments made to take care of the increased cost of office supplies and printing.

#### **Recommendation**

We recommend approval of Item 26 for the amount requested.

### For Special Contingent Expenses (Secret Service) from the General Fund

Item 27 of the Budget Bill and page 13 of the Budget. The amount requested is \$7,500 from the General Fund for special secret service expense. This is the customary amount for this purpose.

#### **Recommendation**

We recommend approval of Item 27 as requested.

### For Support of the Governor's Residence from the General Fund

Item 28 of the Budget Bill and page 13 of the Budget. The amount requested is \$12,000 for support of the Governor's residence from the General Fund. This is the customary amount.

#### **Recommendation**

We recommend approval of Item 28 for the amount requested.

## OFFICE OF PLANNING AND RESEARCH

### In the Governor's Office

### For Support of the Office of Planning and Research from the General Fund

Item 29 of the Budget Bill and page 14 of the Budget. The amount requested is \$139,525 for 1948-49 Fiscal Year. This compares with \$94,882 estimated expenditures for the period September, 1947, to June 30, 1948, an increase of \$44,643.

The expenditures shown for the current fiscal year represent initial organization expenses and operating expenses for a nine-month period. On a twelve-months basis there is proposed only a modest increase.

The Office of Planning and Research is a new agency, created pursuant to Chapter 1408, Statutes of 1947. In effect this office is a continuation and expansion of the war-born Reconstruction and Reemployment Commission which legally expired with the enactment of Chapter 1408. Expenditures of the Reconstruction and Reemployment Commission were \$175,000 per year. On September 18, 1947, expenditures by the Reconstruction and Reemployment Commission ceased and on September 19, 1947 the staff and the property of the commission was transferred to the Office of Planning and Research.

Inasmuch as the new Office of Planning and Research is charged with the function of doing both economic research and physical planning, a separate Division of Physical Planning was established and positions provided for a chief and stenographic assistance. Since the chief of this commission has not as yet been appointed by the Governor, no actual working plans have been revealed to date.

#### **Recommendation**

We recommend the approval of Item 29 for the amount requested.

### **DISASTER COUNCIL**

#### **For Support of the Disaster Council from the General Fund**

Item 30 of the Budget Bill and page 15 of the Budget. The amount requested is \$31,327 for support from the General Fund. This is an increase of \$13,083 or 71.7 percent over estimated expenditures of \$18,244 for the 1947-48 Fiscal Year.

The amount budgeted last year was \$17,350. This, however, was supplemented by an executive order in the amount of \$894, the equivalent of a 5.2 percent increase over the original budget figure.

The increase in the presently requested budget reflects the reassignment to the Disaster Council of an activity originally assigned to the Department of Justice. This activity is the coordination of the Law Enforcement Mutual Aid Plan as developed by the Disaster Council. In essence the various mutual aid programs call for a consolidation of effort on the part of various agencies at state and local government levels in the event of a disaster. Such unification is achieved by voluntary agreements executed by the officials of various contiguous units of government wherein they agree to pool the resources of the various communities and agencies within a given geographical region in the event of sudden catastrophe.

The contact work necessary to "sell" the idea to various officials and communities and to get their active participation and agreement was performed by the Department of Justice through the position of Coordinator of Law Enforcement Agencies. This position which carried a salary range of \$455-555 is being dropped by the Department of Justice and being transferred to the Disaster Council under the title of Field Representative *as an exempt position with a salary of \$600 per month*. Incidentally, this position carries more salary than the Disaster Council Secretary who is scheduled at only \$466.66 in comparison. This is not sound from a management point of view since the Field Representative is under the direction of the secretary and both individuals expect

to do the same type of development work in connection with the mutual aid plans. Some readjustment appears desirable on this point.

**Recommendations**

1. It is recommended that Item 30 be reduced in the amount of \$12,850. This reduction is predicated upon the elimination of the position of Field Representative effecting a salary saving of \$7,200 plus \$900 for temporary help scheduled for part-time stenographic services for the representative. Further proportionate reductions in operating expense and equipment items contingent upon the position total \$4,750. Detail of reduction is as follows:

Salaries and Wages	<i>Amt. of reduction</i>
Field representative .....	\$7,200
Temporary help .....	900
Total reduction salaries and wages.....	\$8,100
Operating Expense	
Office .....	\$350
Printing .....	350
Traveling staff .....	2,500
Telephone and telegraph.....	500
Automobile—operation .....	800
Total reduction operating expense.....	\$4,500
Equipment	
Office—additional .....	\$250
Total reduction equipment.....	\$250

Total reduction recommended in Item 30 is \$12,850.

The Disaster Council has held five meetings since its inception in 1945; one in November of 1945, three during 1946, and one in June of 1947.

According to the minutes of the June, 1947, meeting of the Disaster Council, 63 cities and 42 counties, comprising 92 percent of the state population, now have established disaster council organizations. The same source also states that 48 counties and 193 cities are now participating in the Law Enforcement Mutual Aid Plan.

In view of the large degree of participation thus far achieved and with most of the groundwork laid, it is not appropriate at this time to expand the activity. Rather it should be minimized to the extent of only maintaining some frequency of contact commensurate with keeping the plans "alive" in the minds of the participating communities. This can be accomplished through promotional contacts made by the Secretary of the Disaster Council. Additional staff is not needed.

Attention is directed to the fact that the Law Enforcement Mutual Aid Program involves contact and coordination among law enforcement officials. This is one of the objectives and functions of the Department of Justice on an overall basis. It therefore follows that at zone meetings of various law enforcement personnel, where a representative of the Department of Justice is in attendance, the Law Enforcement Mutual Aid Program can be handled as a part of the agenda at such meeting.

It is suggested that this function be assigned as a part-time activity for the special representative, in the Department of Justice, an already

established position, the functions of which are within the field of public relations sufficiently to embrace the activity desired.

It is therefore apparent that the full-time activity of one person, with some possible part-time assistance through the Department of Justice in properly carrying out its responsibilities should lend sufficient impetus to the mutual aid program to maintain the objectives already accomplished and make such further needed refinements as seem desirable.

In order to properly evaluate the current work undertaken in field contacts together with the results flowing therefrom, it is suggested that an abbreviated form of contact call report be prepared in connection with official contacts made and meetings held. These will serve as a basis for future planned contacts and operate as a check sheet to determine the state of progress made by respective communities as well as emphasize the points needing additional efforts at coordination.

### LIEUTENANT GOVERNOR

#### For Support of the Lieutenant Governor from the General Fund

Item 31 of the Budget Bill and page 16 of the Budget. The amount requested is \$30,826 for the 1948-49 Fiscal Year. This compares with \$27,295 of estimated expenditures for 1947-48, an increase of \$3,531 or 12.9 percent. \$1,920 of this increase represents a request for a new stenographic position made necessary by increased correspondence in connection with the fact that the present Governor has become a candidate for nomination for President of the United States.

#### *Recommendation*

It is recommended that Item 31 in the amount of \$30,826 be reduced to \$29,966, a reduction of \$860, since this increased workload is temporary and since the nomination for the President of the United States should be made before the beginning of the Fiscal Year. It is recommended that the new position requested be made temporary instead of permanent. If the present Governor should be elected to the office of President of the United States, the Lieutenant Governor will move to the Governor's Office and the requested position will not be necessary during the last six months of the fiscal year. If the Governor should not be nominated the requested position will not be necessary during any part of the fiscal year.

### STATE EMPLOYEES' RETIREMENT SYSTEM

#### For Support of the State Employees' Retirement System from the General Fund

Item 32 of the Budget Bill and pages 17 to 19, inclusive, of the Budget.

The amount requested is \$152,201 for support from the General Fund. This is an increase of \$37,598, or 32.8 percent, over actual and estimated expenditures of \$114,603 for support of the administration of the State Employees' Retirement System during the 1947-48 Fiscal Year.

However, this increase includes \$18,000 for rental of 6,000 square feet of space which is estimated to be minimum space required by this agency. There is no comparable expenditure for rent in prior years because

this agency had been housed in a state building. Elimination of this \$18,000 from the total increase of \$37,598 leaves an increase of \$19,598 or 17.1 percent, comparable with expenditures during the 1947-48 Fiscal Year.

*The remainder of the increase in expenditures results chiefly from the addition of six new positions and one reclassification in the total amount of \$13,342 and provision for the purchase of an intercommunication system at a cost of \$3,000.*

In the 1947-48 Fiscal Year, there were actual and estimated expenditures of \$8,898 for special services in compiling information for use relative to the 1947 Retirement Law amendments and \$1,035 for closing out the work of the War Savings Bond Division. Neither of the foregoing costs will recur during the 1948-49 Fiscal Year.

The following schedule shows the proposed new positions and the reclassification of a senior account clerk to auditor, grade 1, together with the cost thereof:

<i>Explanation</i>	<i>Number of positions</i>	<i>Salary range</i>	<i>Salaries and wages 1948-49</i>
Intermediate stenographer-clerk -----	1	\$180-220	\$2,160
Bookkeeper, grade 1 -----	1	220-268	2,640
Calculating machine operator -----	2	180-220	4,320
Intermediate clerk -----	2	180-220	4,320
Subtotal -----			\$13,440
Auditor, grade 1 (Reclassification of one senior account clerk) -----	-	255-310	150
Total -----			\$13,590
Estimated salary savings -----			-350
Net amount of salaries and wages for additional positions---			\$13,240

### **Recommendation**

We recommend that Item 32 be reduced from \$152,201 to \$117,761, a reduction of \$34,440, or 22.6 percent.

It is recommended that the six additional positions amounting to \$13,440 be disallowed, that the provision of \$3,000 for an intercommunication system be deleted, and that the provision for \$18,000 for rental of office space outside of state building also be deleted. Disallowance of the foregoing items will reduce the amount requested for support of the State Employees' Retirement System for the 1948-49 Fiscal Year from \$152,201 to \$117,761, a total reduction of \$34,440, or 22.6 percent. If \$117,761 is provided for the support of the State Employees' Retirement System during the 1948-49 Fiscal Year as recommended, this will provide an increase of \$3,158 or 2.8 percent over the \$114,603 actual and estimated expenditures for 1947-48.

### **Analysis**

In accordance with recommendations made in our analysis of the Budget document last year, a complete review of the operations of the State Employees' Retirement System by the Systems Section of the Department of Finance is now in progress. It is anticipated that this review will result in substantial improvements in the methods used by

the State Employees' Retirement System and will be completed on or about June, 1948.

In view of the study now in progress which may result in changes in the organization, the methods used, and other changes in the requirements of the State Employees' Retirement System, together with the fact that a considerable time will be required to acquire quarters, to order and receive delivery of the desired intercommunication system and in view of the present extremely overcrowded conditions in this office as stated in support of the request for new quarters, it is apparent that the exact needs of the agency are still unknown and that, at best, action to satisfy actual needs determined as a result of the current survey could not be effectuated until near the close of the 1948-49 Fiscal Year.

### CALIFORNIA COMMISSION ON INTERSTATE COOPERATION

#### For Support of the California Commission on Interstate Cooperation from the General Fund

Item 33 of the Budget Bill and page 20 of the Budget. The amount requested is \$28,425 for the 1948-49 Fiscal Year. This compares with \$17,515 estimated expenditures for the 1947-48 Fiscal Year, an increase of \$10,760. The principal item of expenditure is \$25,000 for services contracted with the Council of State Governments. The cost of this contractual service has increased \$11,000 or 78 percent over 1947-48.

The functions of the commission include the following:

- (1) To carry forward the participation of the State as a member of the Council of State Governments.
- (2) To confer with officers of other states and the Federal Government on common interstate problems.
- (3) To formulate proposals for cooperation between California and other states and with the Federal Government. Committees have been appointed to assist in making an effective study of various interstate problems; including agriculture, conservation, crime and correction, federal relations, interstate trade barriers, legislative, economic, and social planning, taxation and fiscal problems, and transportation.

The commission is composed of:

- (1) Five members of the Senate Committee on Interstate Cooperation.
- (2) Five members of the Assembly Committee on Interstate Cooperation.
- (3) Five officers of the State appointed by the Governor.
- (4) The Governor is an ex-officio member.

#### *Recommendation*

We recommend the proposed budget be approved for \$28,425 as requested. The amount of \$2,700 requested for travel and mileage would seem to be insufficient especially considering the out-of-state travel required of the members. However, while all members are entitled to claim travel expenses from this fund, it has not been a general practice for the commission members to do so. The Senate and Assembly by resolutions have allocated \$21,700 for the Legislative Commission members' expenses. The five commissioned members appointed by the Governor