

Summary of Increase

	Total increase	INCREASE DUE TO		Budget page	Line No.
		Work load or salary adjustments	New services		
Salaries and wages	\$7,992	\$7,992	---	613	78
Operating expense	12,925	12,925	---	614	24
Equipment	2,261	2,261	---	614	35
Total increase	\$23,178	\$23,178	---		

RECOMMENDATIONS

Amount budgeted	\$220,786
Legislative Auditor's recommendation	220,786
Reduction	None

ANALYSIS

The increase of \$23,178 is due to an anticipated increased work load for the 1952-53 Fiscal Year. The number of schools participating in this program is expected to increase from 105 to 114. The items showing significant increases are as follows:

Salaries and Wages	
1 Proposed new position of supervisor of military cadet instruction	\$4,980
Operating Expenses	
Printing	1,800
Armament, ammunition and similar stores	3,325
Insignia and expendable equipment	1,000
Uniforms	6,950
Equipment	
Automobile replacement	880
Automobile additional	1,446

We recommend approval of the budget request as submitted.

DEPARTMENT OF MOTOR VEHICLES

ITEM 192 of the Budget Bill

Budget page 615
Budget line No. 34

For Support of the Department of Motor Vehicles From the Motor Vehicle Fund

Amount requested	\$10,435,467
Estimated to be expended in 1951-52 Fiscal Year	9,574,548
Increase (9 percent)	\$860,919

Summary of Increase

	Total increase	INCREASE DUE TO		Budget page	Line No.
		Work load or salary adjustments	New services		
Salaries and wages	\$525,662	\$519,542	\$6,120	625	9
Operating expense	359,477	359,477	---	625	10
Equipment	178,166	178,166	---	625	11
Plus:					
Decreased reimbursements	4,532	4,532	---	625	15
Less:					
Increased payments from Motor Vehicle License Fee Fund	-206,918	-206,918	---	615	14
Total increase	\$860,919	\$854,799	\$6,120		

RECOMMENDATIONS

Amount budgeted	\$10,435,467
Legislative Auditor's recommendation	10,429,347
Reduction	\$6,120

ANALYSIS

The net increase of \$860,919 for support consists of the following:

	<i>Increase</i>
Normal salary adjustments	\$249,752
Overtime	19,339
Conversion of 46 positions from a temporary to a permanent status on January 1, 1952, budgeted for the full 1952-53 Fiscal Year	56,832
Decrease in temporary help	—6,415
Proposed new positions (90.5)	240,664
Increased salary savings	—34,510
Operating expenses	359,477
Equipment	178,166
Decrease in reimbursements	4,532
Increased payments from Motor Vehicle License Fee Fund	—206,918
Total	\$860,919

The 90.5 proposed new positions are as follows:

Position and function	Amount	Budget page	Line No.
Division of Administration			
Accounting, General			
2 Junior accountant auditors	\$6,120	617	26
1 Senior account clerk	3,060	617	27
Accounting, Cash Control			
1 Junior clerk	2,280	617	29
Accounting, Area Control			
1 Intermediate clerk	2,520	617	31
1 Junior clerk	2,280	617	32
Personnel			
1 Intermediate typist-clerk	2,520	617	34
Service, Supply and Building Maintenance			
1 Laborer	2,640	617	37
Division of Registration			
Mechanical processing			
1 Senior clerk	2,916	619	41
2 Supervising key punch operators	5,832	619	42
15 Key punch operators, II	37,800	619	43
Division of Drivers' Licenses			
Mail and Files			
3 Intermediate clerks	7,560	621	28
7 Junior clerks	15,960	621	29
1 Junior clerk	2,280	621	31
2 Junior typist-clerks	4,560	621	32
Correspondence			
4 Intermediate typist-clerks	10,080	621	34
Licensing			
3 Intermediate clerks	7,560	621	36
1 Junior typist-clerk	2,280	621	37
Negligent Operators, Field			
3 Senior drivers' license examiners	11,160	621	39
2 Intermediate stenographer-clerks	5,280	621	40
1 Intermediate typist-clerk	2,520	621	41

Motor Vehicles

Position and function	Amount	Budget page	Line No.
Division of Field Office Operations			
Branch Office Administration			
2 Motor vehicle representatives-----	7,080	622	79
1 Intermediate stenographer-clerk -----	2,640	622	81
3 Intermediate clerks -----	7,560	622	81
5 Intermediate typist-clerks -----	12,600	622	82
0.5 Janitor (individual) -----	1,348	622	83
Field Registration			
2 Assistant cashier-clerks -----	5,040	623	7
3 Intermediate typist-clerks -----	7,560	623	8
1 Intermediate clerk -----	2,520	623	9
2 Junior clerks -----	4,560	623	10
Field Drivers Licensing			
9 Drivers' license examiners-----	30,348	623	12
2 Intermediate typist-clerks -----	5,040	623	13
Division of Financial Responsibility			
Mail and Review			
1 Intermediate typist-clerk -----	2,520	624	15
1 Intermediate clerk -----	2,520	624	16
2 Junior clerks -----	4,560	624	17
Files			
3 Intermediate file clerks-----	7,560	624	19
Total proposed positions-----		\$240,664	

Proposed New Positions

Two junior-accountant auditor positions are requested for the purpose of making surprise audits of branch offices to prevent fraud in branch office operations. Thorough audit of all state activities is desirable, particularly where any cash, or documents representing cash, is handled. However, we have frequently recommended that consideration be given to the establishment of an independent post-audit agency, and in the absence of such agency, requests of this nature should be considered in connection with the budget of the Division of Audits of the Department of Finance, which under present law and procedure audits all state agencies. *For this reason we recommend deletion of the two positions of junior-accountant auditor at a saving of \$6,120.*

The position of senior account clerk is requested to maintain property and the department fleet of vehicle records. This function was formerly handled by an investigator who has been transferred to field work investigation. Approval of this position is recommended.

The positions of one junior clerk and one intermediate clerk in the accounting section are justified on an anticipated 5 percent increase in work load. One position of junior clerk is a conversion of a temporary to a permanent position. Approval is recommended.

The remaining two positions under administration are justified on an increased work load basis.

The 18 new positions under the Division of Registration, mechanical processing, are conversions of temporary to permanent positions. The increase in cost is offset by a decrease in temporary help expenditures.

There are 37 new positions requested for the Division of Drivers' License. They are justified on a work load basis as shown by the following table:

<i>Documents processed</i>	<i>1950-51 actual</i>	<i>1951-52 estimated</i>	<i>1952-53 estimated</i>	<i>Increase</i>	<i>Percent</i>
Abstracts of court record and highway patrol warnings--	2,020,229	1,950,000	2,124,000	174,000	8.9
Documents verified -----	1,732,610	1,400,000	1,764,000	364,000	26.0
Documents filed -----	7,660,284	8,636,000	8,760,000	124,000	1.4
Letters received -----	339,735	300,000	375,730	75,730	25.2
Refiles -----	826,829	1,326,000	1,350,000	24,000	1.8
Incoming documents received	4,978,709	5,000,000	5,500,000	500,000	10.0
Other activities -----	82,952	130,350	130,350	---	---
Total, all activities-----	17,641,348	18,742,350	20,004,080	1,261,730	6.7

The above positions, other than those requested for the negligent operator program, are to be used on the following functions:

1. *Filing notices of failure to appear in court.* Chapter 1669, Statutes of 1951, provides that the department shall not issue or renew an operator or chauffeur's license when the department has been notified that the licensee has violated his written promise to appear in court.

2. *Request from law enforcement agencies for information.* These requests are in part for the addresses of individuals who have failed to appear in court and, in part, for information regarding their accident and violations record. The requests have increased considerably in the past five years and backlogs of work are resulting.

3. *Purging and review of files.* As of August 31, 1951, the individual driver record file contained approximately 8,500,000 applications, duplicate licenses issued, et cetera. It is estimated that only 5,277,218 of these are valid. Each year about 25 percent of licensed drivers do not renew their licenses due to deaths, leaving the State, ceasing to drive, or driving with invalid licenses. The purging of these files would reduce the need for new filing cases and make more space available.

The six new positions requested for negligent operator field program are necessary to investigate and examine the increased number of licensees who have physical and mental handicaps. During the 1950-51 Fiscal Year, 12,398 patients were admitted to state mental institutions in California. More than 30 percent were alcoholics. In the Los Angeles area alone there were 1,222 alcoholic cases requiring investigation, but which could not be handled due to lack of personnel. There are approximately 1,400 physical and mental cases in Los Angeles under investigation at the present time. The same condition exists in the San Francisco Bay Area. This program should help to decrease accidents.

We recommend approval of all of the new positions requested for administration and drivers' license division.

There are 30.5 new positions requested for the Division of Field Office Operations. These positions will be filled only on an increased work load basis. The standard of work for each employee has been fixed at 25 fee paid items processed per day per employee. No new field offices are requested.

Approval of these new positions is recommended.

For the Division of Financial Responsibility, seven new positions are requested to process an estimated increased work load of 13.1 percent.

Approval of these positions is recommended.

Operating Expenses

There is an increase of \$359,477 over the amount requested for the 1951-52 Fiscal Year.

The major portion of this increase is attributed to the new Sacramento office which will be ready for occupancy during the 1952-53 Fiscal Year. Items with large increases in operating expenses are as follows:

	Amount	Budget page	Line No.
Light, heat, water and power-----	\$17,820	624	60
Rent-----	172,640	624	61
Building maintenance-----	9,840	624	63
Janitor, watchman and ground service-----	42,509	624	64
Interest on construction funds-----	53,281	624	67
Intercommunication and paging system-----	30,000	624	68
Moving to new building-----	114,725	624	69

Funds for the construction of this new building were borrowed from the School Land Fund.

Approval of the amount requested for operating expenses is recommended.

Equipment

There is an increase in the amount requested of \$178,166.

The principal items of replacement are files, desks, and chairs. Some typewriters are in for replacement, as are some tables. We believe that all of these items should be carefully checked as to the policy underlying replacement and the condition of the item before actual replacement is allowed. The agency is replacing all wooden posture chairs and, except for filing desks, all small desks which are used for clerical purposes will be replaced. A clear need for increasing the desk space should be made for each operation before the desk is replaced. The policy of replacing all wooden posture chairs should be examined and a critical review made of the adequacy of typewriters, inasmuch as the present procedure does not appear to include an adequate review of the condition of the machines. We believe that the amount requested for equipment can be reduced by critical review prior to actual replacement, although it is impossible to place a definite figure on what this amount might be.

Recommended Areas of Study

It is estimated that registered cars in the State of California will reach a total of 5,830,000 in the 1952-53 Fiscal Year. This is an increase of 290,419 over 1951-52. Other transactions such as transfers, address changes, et cetera, are estimated at 1,656,000 for 1952-53, an increase of 83,000. The total for all transactions for 1952-53 is 7,486,000, an increase of 373,419, or 5.2 percent.

It is believed that the number of registered cars in the State will continue to increase in the next few years. Correspondingly, the cost of administration and the number of employees will increase if more efficient methods are not developed for the processing of motor vehicle transactions. With this thought in mind, we repeat some of the recommendations we have made in previous years.

1. *Permanent License Plates.* We recommend that consideration be given to the feasibility of discontinuance of the issuance of a new plate every five years. The new plate to be issued in 1955 could be a permanent one to be replaced only under certain conditions. Savings should result from this action.

2. *Staggered Renewal Method.* We recommend that a study be made to outline procedures for spreading equally the large volume of fee collections, and issuance of certificates and tabs over the entire year. Retail stores and public utilities have staggered their billing over the month, resulting in decreases in the cost of operation.

3. *Review of Vehicle Code.* We recommend that a complete review be made of the Vehicle Code. Charges for services prescribed in the code, which are performed for the public, are, in many instances, less than the cost of the service. These services should at least be self-supporting. Procedures prescribed in the code, such as the requirement that the legal and registered owner shall be shown on the registration card, should be studied to determine their merits, taking into consideration the change in volume of business since these laws were enacted.

**Department of Motor Vehicles
MOTOR VEHICLE LICENSE FEE FUND**

ITEM 193 of the Budget Bill

Budget page 615
Budget line No. 48

*For Additional Support of the Department of Motor Vehicles from the
Motor Vehicle License Fee Fund*

Amount requested	\$1,836,096
Estimated to be expended in 1951-52 Fiscal Year	1,629,178
 Increase (12.7 percent)	 \$206,918

RECOMMENDATIONS

Amount budgeted	\$1,836,096
Legislative Auditor's recommendation	1,836,096
 Reduction	 None

ANALYSIS

All expenses for administration of the Motor Vehicle License Fee Act are paid from the Motor Vehicle Fund as part of the over-all departmental expenses of the Department of Motor Vehicles, and that fund then is reimbursed from the Motor Vehicle License Fee Fund by appropriation in accordance with Section 11003 of the Revenue and Taxation Code.

Percentage of departmental expenditures chargeable to the collection of vehicle license fees have been determined by a study made by the Department of Motor Vehicles in collaboration with the Department of Finance.

**Department of Motor Vehicles
DEFICIENCY PAYMENTS**

ITEM 194 of the Budget Bill

*For Payments of Deficiencies in Appropriations for the Department of
Motor Vehicles From the Motor Vehicle Fund*

Amount requested	\$200,000
Estimated to be expended in 1951-52 Fiscal Year	100,000
 Increase	 \$100,000

RECOMMENDATIONS

Amount budgeted	\$200,000
Legislative Auditor's recommendation	200,000
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Reduction	None

ANALYSIS

The Department of Motor Vehicles is prohibited by law from creating deficiencies. The emergency fund is available only to General Fund agencies. The Department of Motor Vehicles is supported from special funds and is not eligible to use the emergency fund. We believe this large agency should have recourse to an additional appropriation in case of unforeseen emergencies. It is anticipated approximately \$15,000 will be expended from the deficiency created in the 1951-52 Fiscal Year. The increase of \$100,000 for the Fiscal Year 1952-53 is due to an earlier date of occupancy of the new building than was anticipated by the Department of Finance when the budget was prepared. The director of the Department of Motor Vehicles anticipates that he will occupy the new quarters on August 1, 1952. The amounts in the 1952-53 Budget were based on occupancy as of January 1, 1953. The following additional amounts will be necessary if the occupancy occurs as of August, 1952:

Telephone and telegraph line mileage cost	\$3,100
Light, heat, and water	11,880
Building maintenance	34,491
Rent	76,087
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Total	\$125,558

We recommend approval of the above increase.

DEPARTMENT OF FISH AND GAME

ITEM 195 of the Budget Bill

Budget page 628
Budget line No. 48

For Support of Department of Fish and Game From the Fish and Game Preservation Fund

Amount requested	\$5,662,105
Estimated to be expended in 1951-52 Fiscal Year	5,521,360
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Increase (2.5 percent)	\$140,745

Summary of Increase

	Total increase	INCREASE DUE TO		Budget page	Line No.
		Work load or salary adjustments	New services		
Salaries and wages	\$104,576	\$104,576	---	637	43
Operating expense	90,175	90,175	---	637	44
Equipment	-60,436	-60,436	---	637	45
Plus:					
Decreased reimbursements	6,430	6,430	---	637	48
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Total increase	\$140,745	\$140,745	---		

RECOMMENDATIONS

Amount budgeted	\$5,662,105
Legislative Auditor's recommendation	5,662,105
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Reduction	None