

## GOVERNOR'S OFFICE

Items 22-26 from the General  
Fund

Budget p. 5 Program p. I-18

Requested 1974-75 .....	\$2,926,380
Estimated 1973-74 .....	2,654,326
Actual 1972-73 .....	2,293,977
Requested increase \$272,054 (10.2 percent)	
Total recommended reduction .....	None

## GENERAL PROGRAM STATEMENT

The California Constitution vests the supreme executive power of the state in the Governor and assigns him responsibility for seeing that the law is faithfully executed. He is invested with broad powers, among which are the following:

1. To plan, organize, reorganize and direct the activities of state agencies and to appoint various state officers and members of boards and commissions.
2. To prepare and present to the Legislature the annual State Budget outlining programs and the means by which they are to be financed.
3. To report to the Legislature on the condition of the state and make proposals for legislation.
4. To approve or veto legislation adopted by the Legislature.
5. To act as required with reference to other responsibilities such as granting pardons to convicted criminals and commanding the state militia.

The Governor's Budget request consists of five elements as shown in Table 1.

Table 1  
Governor's Budget Request

Detail	Actual 1972-73	Estimated 1973-74	Proposed 1974-75	Change from current year est
1. Governor's office .....	\$2,001,830	\$2,306,926	\$2,578,980	
2. Residence—support .....	17,400	17,400	17,400	
3. Residence—rent .....	15,000	15,000	15,000	
4. Contingency expense .....	14,400	15,000	15,000	
5. Governor's Budget (printing) .....	245,347	300,000	300,000	
Total .....	\$2,293,977	\$2,654,326	\$2,926,380	

## ANALYSIS AND RECOMMENDATIONS

*We recommend approval.*

Proposed expenditures for the budget year total \$2,926,380, which is \$272,054 or 10.2 percent over the estimated current-year level. Most of the increase occurs in the support item for the Governor's office, but details of specific line items are not provided. No new positions are proposed over the presently authorized staff level of 96.4.

Salary adjustments during the current year increased the Governor's Budget by \$108,442 over the amount originally appropriated.

## Governor's Office

## SECRETARY FOR AGRICULTURE AND SERVICES

Item 27 from the General Fund

Budget p. 5 Program p. I-19

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Requested 1974-75 .....	\$411,000
Estimated 1973-74.....	403,857
Actual 1972-73 .....	120,351
Requested increase \$7,143 (1.8 percent)	
Total recommended reduction .....	None

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## GENERAL PROGRAM STATEMENT

The position of Secretary for Agriculture and Services was established by a reorganization plan in 1968 as one of four cabinet-level secretaries to the Governor. The secretary provides leadership and policy guidance for the Agriculture and Services Agency, which is composed of the following:

1. Department of Food and Agriculture (renamed from the Department of Agriculture by Chapter 225, Statutes of 1972)
2. Department of Industrial Relations
3. Public Employees' Retirement System
4. Department of General Services
5. Department of Consumer Affairs
6. Teachers' Retirement System
7. Department of Veterans Affairs
8. State Fire Marshal
9. Franchise Tax Board
10. State Personnel Board (liaison established by executive order)
11. Department of Commerce
12. Horse Racing Board (administratively transferred in 1972)

The secretary and his assistants review departmental budgets, legislative programs, and administrative policies. The secretary meets frequently with the department directors so that he may be informed of departmental programs and problems and serve as a communications link between the departments and the Governor. Administration of departmental programs is the responsibility of the respective department directors.

The secretary also serves as the Governor's representative in meeting and conferring with employee organizations on matters affecting employer-employee relations and assists the administration in developing environmental policies, priorities, standards and procedures.

Under Chapter 993, Statutes of 1973, (AB 150) the agency is responsible for overall administration of the state Occupational Safety and Health Plan. This plan, which received federal approval effective June 1, 1973, enables the state (through the Departments of Industrial Relations and Health and the State Fire Marshal) to continue an industrial safety program with 50 percent federal financial support in conformance with requirements of the Federal Occupational Safety and Health Act of 1970. Seven positions assigned temporarily to the agency to implement the plan

**SECRETARY FOR AGRICULTURE AND SERVICES—Continued**

are reflected in Item 178 (Department of Industrial Relations, Division of Administration).

**ANALYSIS AND RECOMMENDATIONS***We recommend approval.*

The budget proposes an expenditure of \$411,000, which is \$7,143 or 1.8 percent higher than estimated net current-year expenditures (excluding reimbursements) of \$403,857. Total current-year expenditures of \$464,305 include \$60,448 in reimbursements from constituent agencies on a pro rata basis to offset costs of the Total Equivalent Compensation Project, a program to develop a comprehensive benefits package for state civil service employees. The reimbursements are not continued into the budget year because the project is scheduled for completion by April 15, 1974, at which time a report and recommendations will be submitted to the Legislature.

Proposed operating expenses drop from an estimated \$196,833 in the current year to \$136,732 in the budget year, reflecting the discontinuation of a contractual service expenditure of \$58,000 in the current year for consultant services for the Total Equivalent Compensation Project. One and one-half positions, which were established administratively in the current year for the project, also will be discontinued in the budget year. A \$41,520 expenditure is proposed for support of the agency's public affairs element, which is maintained through a contractual arrangement with the Department of Food and Agriculture as authorized by the Legislature last year.

**Governor's Office****SECRETARY FOR BUSINESS AND TRANSPORTATION**

Items 28 and 29 from the Motor  
Vehicle Account in the State  
Transportation Fund and the  
General Fund

Budget p. 24    Program p. I-22

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Requested 1974-75 .....	\$303,215
Estimated 1973-74.....	282,988
Actual 1972-73 .....	202,280
Requested increase \$20,227 (7.1 percent)	
Total recommended reduction .....	None

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**GENERAL PROGRAM STATEMENT**

The Secretary for Business and Transportation, as one of four agency secretaries in the Governor's Cabinet, administers the office of the Business and Transportation Agency. The organization is composed of two distinct groups of departments, one oriented toward business regulatory activities and the other toward transportation as follows.

**Business**

State Banking Department  
Department of Corporations  
Department of Housing and Commodity Development  
Department of Insurance  
Department of Real Estate  
Department of Savings and Loans  
Department of Alcoholic Beverage Control

**Transportation**

Department of Transportation  
Department of the California Highway Patrol  
Department of Motor Vehicles

The agency provides a communication link between its constituent operating departments and the Governor. Specific objectives are to reduce expenditure, increase efficiency and eliminate duplication of effort.

**ANALYSIS AND RECOMMENDATIONS**

*We recommend approval.*

The budget proposes an expenditure of \$303,215, which represents funding for 10.2 positions (4 professional and 6.2 clerical) plus related costs. Financial support is derived from two sources, i.e., \$288,811 from the Motor Vehicle Account (Item 28) and \$14,404 from the General Fund (Item 29). In addition to the 10.2 positions authorized, the budget contains funds identified as "consultant and professional services" to finance two additional full-time professional positions which are authorized in the budgets of other departments. The cost of the two borrowed positions (including staff benefits) is \$58,179. The professional positions, other than the Secretary and the Deputy Secretary, are utilized in the areas of legislative coordination, budget preparation and interdepartmental coordination.

The budget also contains a proposed reimbursement of \$39,000 from constituent departments of the agency to defray the cost of publishing a bimonthly employee magazine.

**Governor's Office**  
**SECRETARY FOR HEALTH AND WELFARE**

Item 30 from the General Fund

Budget p. 7 Program p. I-24

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Requested 1974-75 .....	\$395,280
Estimated 1973-74 .....	388,666
Actual 1972-73 .....	373,514
Requested increase \$6,614 (1.7 percent)	
Total recommended reduction .....	None

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**SUMMARY OF MAJOR ISSUES AND RECOMMENDATIONS**

*Analysis*  
*page*

1. Borrowed Positions. Recommend agency not utilize any borrowed positions from Employment Development Department (formerly Human Resources Development) due to severe funding problem of that department.

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**GENERAL PROGRAM STATEMENT**

The Secretary for Health and Welfare, as the administrative head of the Health and Welfare Agency, is responsible for management of state government activities relating to corrections related departments, health related departments and welfare/manpower related departments. The following existing departments are within the agency:

- Department of Corrections
- Department of Youth Authority
- Department of Rehabilitation
- Department of Health
- Department of Social Welfare
- Employment Development Department

On July 1, 1974, the Department of Social Welfare will become the Department of Benefit Payments. The new department will assume the current responsibilities of the Department of Social Welfare plus the tax collection and benefit payments of the Employment Development Department and the Department of Health.

**ANALYSIS AND RECOMMENDATIONS**

The budget proposes a General Fund appropriation of \$395,280 for the 1974-75 fiscal year which is \$6,614, or 1.7 percent, more than is estimated to be expended during the current fiscal year. The budget proposes to continue the practice of contracting with the various departments within the agency for personnel services on an "as-needed" basis. In addition, the agency borrows many positions from departments.

**Borrowed Positions**

*We recommend that the agency not utilize any borrowed positions from the Employment Development Department (formerly Human Resources Development) due to the severe problem of funding that department.*

The budget proposes \$196,900 in contractual funds for 10 positions (five

professional and five clerical) as shown on page 24 of the 1974-75 Budget Supplement, Volume II. However, the actual positions contracted for appear to have no relation to those shown in the budget. Upon our request the agency submitted a listing, dated January 11, 1974, of the positions in the agency which are contracted and borrowed. The list shows seven professional positions and no clerical positions under contract, five professional positions described as "utilized" which are budgeted in various departments, and 15 clerical positions on loan from departments (there are also four permanent positions budgeted in the agency).

Last year, the agency proposed approximately \$100,000 in additional contract funds to pay for the borrowed professional positions. The Legislature deleted the added funds and the agency simply continued to "borrow" the positions.

In the past we have not disagreed with the level of staffing of the secretary's office. However, we have recommended that the positions, now a total of 31, be budgeted and funded in the agency budget.

Of particular concern is the fact that six of the positions (two on contract and four on "loan") are from the Department of Employment Development (formerly Human Resources Development) and are federally funded. In recent months, the director of the department has made several statements about recent federal fund cutbacks which have necessitated the reduction of over 400 positions. This has resulted in severe staffing problems in the job placement and unemployment insurance activities of the department. One of the positions on "loan" has a maximum annual salary of \$24,540 which would fund two positions in what the director feels is the area of greatest need, that is, handling the increase in unemployment insurance claims. Thus, the agency is utilizing funds for positions that could better be utilized in an area of severe need.

### Governor's Office SECRETARY FOR RESOURCES

Item 31 from the General Fund

Budget p. 7 Program p. I-26

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Requested 1974-75 .....	\$387,398
Estimated 1973-74.....	427,950
Actual 1972-73 .....	259,663
Requested decrease \$40,552 (9.5 percent)	
Total recommended reduction .....	None

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#### GENERAL PROGRAM STATEMENT

The Secretary for Resources, as the administrative head of the Resources Agency, is responsible for the management of governmental activities relating to the preservation and enhancement of California's air, water, land, and recreational resources, and generally coordinates environmental programs. As a member of the Governor's Cabinet, he assists in the formulation and implementation of policies and programs in the resources area, provides liaison between the Governor's office and the

**SECRETARY FOR RESOURCES—Continued**

agency's departments and boards, coordinates state and federal programs, and supervises departmental fiscal affairs.

The Resources Agency is composed of the following units:

Department of Conservation (including State Lands Division)

Department of Fish and Game

Department of Navigation and Ocean Development

Department of Parks and Recreation

Department of Water Resources

Air Resources Board

Colorado River Board

State Reclamation Board

State Water Resources Control Board and nine regional water quality control boards

Solid Waste Management Board

In addition the Resources Secretary has been designated in the Governor's Budget as the coordination point in the administration for the California Coastal Zone Conservation Commission and the six regional commissions. By statute the secretary is also responsible for allocating open-space subventions among cities and counties on the basis of those prime and nonprime lands which he finds are eligible.

The secretary issues the state guidelines for preparation of environmental impact reports and designates the classes of activities which receive blanket exemptions from the preparation of environmental impact reports. The Waterways Management Planning Program and several miscellaneous programs are budgeted to the secretary's office.

**ANALYSIS AND RECOMMENDATIONS**

*We recommend approval.*

The budget of the Resources Secretary was reduced by one position when the Legislature last year eliminated funds to finance a coordinator for the Environmental Protection Program. The position was administratively reestablished using money from the State Personnel Board for the Career Opportunity Development Program. The workload for the position was shifted away from exclusive attention to the Environmental Protection Program to concentrate primarily on regulations for, and administration of the secretary's responsibilities for environmental impact reports. The 1974-75 budget adds this position as a special assistant to the Resources Secretary plus one-half a year for a secretary in order to establish this position permanently. This new position and secretary replace a \$50,000 one-time expenditure in the current year for a Geothermal Resources Conference. With this change the secretary's budget finances all positions in the secretary's office and will borrow only one exempt position and secretary from a constituent department (the Department of Water Resources).

A reduction of \$30,000 between the current year and the budget year is the result of shifting \$30,000 for administration of the Open-Space Program from the secretary's budget to the budget of the Department of Conservation where the work is performed.

**Governor's Office**  
**OFFICE OF INFORMATION SERVICES**

Item 32 from the General Fund

Budget p. 8 Program p. I-28

Requested 1974-75 .....	\$252,059
Estimated 1973-74 .....	239,578
Actual 1972-73 .....	—
Requested increase \$12,481 (5.2 percent)	
Increase to improve level of service \$2,228	
Total recommended reduction .....	None <sup>a</sup>

**SUMMARY OF MAJOR ISSUES AND RECOMMENDATIONS***Analysis  
page*

1. *Offsetting Reductions. Reduce 47 budget items by \$249,831.<sup>a</sup> Recommend reductions in various budget items to balance General Fund cost of this agency.* 30

<sup>a</sup> See budget item numbers affected in Table 2.**GENERAL PROGRAM STATEMENT**

The Office of Information Services was created by Executive Order 39-73, issued on April 2, 1973. This executive order authorizes the agency to provide assistance to information officers in state agencies as well as to the news media in obtaining information from state agencies. During the 1973-74 fiscal year, the office was supported through reimbursements from different state departments. In the 1974-75 Budget Bill, however, this item appears as a direct appropriation.

The office proposes to engage in three activities in the 1974-75 fiscal year: (1) providing tape-recorded news stories by telephone to news media; (2) operating a Los Angeles office to provide the services of an information officer and related secretarial positions for various state agencies, and (3) conducting special studies into problems related to state information services. Table 1 shows the proposed expenditures and personnel requirements for each of these activities.

**Table 1**  
**Proposed 1974-75 Budget**  
**Office of Information Services**

<i>Activity</i>	<i>Man-years</i>	<i>Proposed expenditures</i>
(1) Tape-recorded news stories .....	3	\$103,696
(2) Los Angeles office .....	2½	94,598
(3) Special projects and reports .....	2½	53,765
	8	\$252,059

**Tape-Recorded News Stories.** Under this activity, the office tapes a news story and releases it to news media via a tollfree telephone system and a press release. During the 1973 calendar year the office released 5,000 stories, which generated 35,000 uses of the system.

Typically, the news stories have summarized significant events involv-



**OFFICE OF INFORMATION SERVICES—Continued**

ing state programs. For example, on April 25, 1973, the office released four stories as follows: (1) new appointments to the Consumer Advisory Council; (2) new U-turn laws, (3) the business enterprise program for the blind, and (4) low-interest federal loans for farmers with flood-damaged crops.

*Los Angeles Office.* Four state agencies have substantial operations in Los Angeles but are not large enough to justify the full-time employment of information officers. For those agencies, the office provides information services on a part-time basis. Two of the agencies—the Department of Insurance and the Department of Savings and Loan—have headquarters in Los Angeles, and two of the agencies—the Department of Real Estate and the Department of Corporations—have regional headquarters in Los Angeles.

*Special Projects and Reports.* Under this activity, the office intends to conduct various projects relating to information activities. These include (1) publishing a forecast of newsworthy events for the news media, (2) preparing recommendations for the Governor's Cabinet on the use of videotape equipment by state agencies, and (3) conducting educational programs on news media for state agency personnel.

**ANALYSIS AND RECOMMENDATIONS**

The office is requesting an increase of \$12,481, of which \$2,228 is for improved level of service. The 1973-74 budget provided \$3,892 for intermittent clerical help. The proposed budget increases funds available for intermittent help by \$2,228 to \$6,120.

**Offsetting Reductions**

*We recommend that the 47 budget items shown in Table 2 be reduced in the total amount of \$249,831.*

We believe the activities of the office are useful in disseminating information about state government operations and regulatory activities. The 35,000 uses of the taped news system indicate that the work of the office is beneficial, because state agencies could not individually provide that service to news media. We also agree with the budget proposal to finance the office by a separate General Fund appropriation which saves minor accounting costs.

However, we disagree with the budget proposal in that it doubles the cost of the function by not making comparable reductions in the cost of information services in the respective agency budgets.

During the 1973-74 fiscal year, the office was funded through reimbursements from 47 state agencies. Table 2 shows the 47 agencies, their Budget Bill item numbers, and the amount each agency was assessed in 1973-74. The total recommended reduction shown in Table 2 is \$249,831 which is equal to the office's 1974-75 budget less the proposed increase in the level of service of \$2,228. This reduction has been prorated to the 47 agencies based on their contribution to the office's budget in 1973-74. At the present time, however, the office has billed only \$230,062 to other agencies. The difference, \$9,516, is shown in Table 2 as "unassessed." As soon as the office has completed its billing, we will revise Table 2 so that the full \$249,831 may be deducted from the budgets of other agencies.

*radio service*  
*L.A. office*

The effect of the recommendation is to make a one-time reduction in the budgets of the 47 agencies to offset the change in the manner in which the office is funded. This action will result in reducing the baseline budget of these agencies against which future budget increases in those agencies can be evaluated.

**Table 2**  
**Recommended Reductions in Selected State Agencies**  
**Due to Changes in Budgeting Procedures for Office of Information Services**

<i>Agency or department</i>	<i>Item number</i>	<i>Assessment 1973-74</i>	<i>Recommended reduction<sup>a</sup></i>
Agriculture and Services Agency .....	27	\$500	\$521
Air Resources Board .....	242	1,175	1,225
Alcoholic Beverage Control .....	193	1,000	1,043
Banking Department .....	195	500	521
Business and Transportation Agency .....	28	500	521
California Highway Patrol .....	223	19,677	20,519
Commerce Department .....	122	1,000	1,043
Conservation .....	250	8,148	8,497
Consumer Affairs .....	126	2,843	2,964
Corrections .....	313	11,327	11,812
Corporations .....	198	1,000	1,043
Emergency Services .....	33	1,000	1,043
Employees' Retirement .....	185	1,000	1,043
Finance .....	64	1,073	1,119
Fire Marshal .....	164	1,000	1,043
Fish and Game .....	259	4,806	5,017
Food and Agriculture .....	111	6,014	6,271
Franchise Tax .....	165	1,000	1,043
General Services .....	166	4,995	5,209
Governor's Office .....	22	20,459	21,334
Health .....	290	9,274	9,668
Health and Welfare Agency .....	30	500	521
Housing and Community Development .....	199	1,000	1,043
Human Resources Development .....	301	29,241	30,492
Industrial Relations .....	178	3,800	3,963
Insurance .....	200	500	521
Military .....	67	1,367	1,425
Motor Vehicles .....	225	11,725	12,227
Navigation and Ocean Development .....	267	1,000	1,043
Office of Planning and Research .....	34	1,000	1,043
Parks and Recreation .....	273	6,057	6,316
Personnel Board .....	181	1,000	1,043
Public Utilities Commission .....	70	2,002	2,088
Transportation .....	206	46,340	48,322
Real Estate .....	203	500	521
Rehabilitation .....	306	6,685	6,971
Resources Agency .....	31	500	521
Savings and Loan .....	205	500	521
Social Welfare .....	299	3,894	4,061
Teachers' Retirement .....	187	1,000	1,043
Veterans' Affairs .....	188	1,424	1,485
Water Resources .....	284	3,452	3,600
Water Resources Control Board .....	285	1,382	1,441
Youth Authority .....	317	6,842	7,135
Subtotal .....		\$230,062	\$239,845
Unassessed .....		9,516	9,986
Total 1973-74 budget .....		\$239,578	\$249,831

<sup>a</sup> Prorated on basis of 1973-74 contributions.

**Governor's Office**  
**OFFICE OF EMERGENCY SERVICES**

Item 33 from the General Fund

Budget p. 9 Program p. I-30

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Requested 1974-75 .....	\$1,406,196
Estimated 1973-74.....	1,685,900
Actual 1972-73 .....	1,046,300
Requested decrease \$279,704 (16.6 percent)	
Total recommended reduction .....	None

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**GENERAL PROGRAM STATEMENT**

Authority for the Office of Emergency Services (OES) and its activities is contained in the Government Code as established by Chapter 1454, Statutes of 1970. It is part of the Governor's office.

The major mission of the office is to deal with problems arising from natural or man-made disasters anywhere in the state. The office is also expected to function as a central control in a "state-of-war" emergency. To this end, most of its activities serve dual purposes.

Because the organization is relatively small in manpower, its programs emphasize planning, coordination of planning and activities of other state agencies, local governmental entities, federal agencies and industries in the private sector, dissemination of information, education and maintenance and security of state-owned equipment.

In addition, it functions as a clearinghouse for various kinds of federal assistance to local entities. These include the distribution of federal surplus property useful for educational purposes as well as in disaster relief and rescue work, direct monetary aid for disaster relief, reconstruction and repair and special studies contracts.

Costs are almost fully reimbursed by the federal government for special studies contracts. For the rest of the agency's activities the federal government contributes about 50 percent of the cost.

**Program Organization**

The operations of this office function under two major program designations, I—"Emergency Mutual Aid Services," and II—"Administration." The first, which covers virtually all technical and field activities, is divided into four significant subprograms discussed below.

*A. Provision and Coordination of Mutual Aid.* This program encourages and coordinates mutual aid agreements between and among various state and local agencies having fire, rescue, law enforcement and communication capabilities and equipment. This is implemented and supervised through the state operations headquarters in Sacramento and six regional offices.

In addition, it provides the central "clearinghouse" function for the dissemination of federal surplus equipment and disaster aid funding. In the last completed year of 1972-73, it processed and disbursed \$2,102,616 of federal matching funds for personnel and administrative expenses, and \$1,200,210 for civil defense equipment and training. Acquisition cost of federal surplus property distributed was \$6,011,838. Direct federal disaster relief under several public laws was \$16,171,687.

*B. Development and Utilization of Emergency Communications Systems.* This program aims, primarily, at maintaining a statewide disaster warning system on a 24-hour basis with major control exercised at the Sacramento headquarters. In addition, it encourages and assists in the development of local communication networks to permit interties between and among state and local fire and law enforcement agencies as well as local civil defense agencies.

The statewide warning system serves 54 counties by leased telephone land lines. Emergency backup communications capability is presently provided by the intercity law enforcement radio network covering most of the county warning points, but OES has received a federal grant of \$1,436,000 for 1973-74 and \$154,700 for 1974-75 from the Office of Criminal Justice Planning (formerly the California Council on Criminal Justice) to replace this network with a new statewide law enforcement communications system. This grant will enable OES to develop a secure voice radio system to provide reliable communications between state and local law enforcement agencies during emergency situations. The present system is obsolete, often incompatible, of limited capacity, and vulnerable to disruptions both by natural events and man-made interference. Under the terms of the grant, the federal government pays 75 percent of the cost of the project and the state contributes 25 percent, including in-kind services and cash. The cash match is paid from state funds budgeted to the Office of Criminal Justice Planning.

*C. Development and Implementation of Emergency Plans.* The entire capability of the Office of Emergency Services and its subsidiary cooperative agencies rests on well-developed plans for action in various kinds of emergencies. The office maintains a statewide overall plan and encourages and assists other agencies and local jurisdictions in the development and periodic updating of compatible local plans. Tests and exercises evaluate the viability and effectiveness of these plans.

This program also administers the Dam Safety Program. Chapter 780, Statutes of 1972, directed the owners of certain dams throughout the state to file maps of the downstream areas showing various levels of possible inundation in the event of a total dam failure at both high-pool and low-pool conditions behind the dam. These filings are to be made to the Office of Emergency Services, the Department of Water Resources and specified local agencies. In addition, counties containing such potential hazards are required to develop and adopt emergency procedures for evacuation and control of populated areas below such dams. The legislation requires the Office of Emergency Services to review the procedures and make recommendations with respect to the adequacy of the procedures and, when necessary, to require changes in plans and procedures. The office is re-

**OFFICE OF EMERGENCY SERVICES—Continued**

quired to report to the Legislature on the status of the activities and survey of the facilities on or before the fifth day of the 1974 Regular Session. Data on at least 1,167 dams have been obtained by the office, and approximately 800 of these required detailed examination of inundation areas.

Through a 100-percent federally funded earthquake planning project initiated last year, OES is assisting local jurisdictions in nine bay area counties and in the Los Angeles-Orange County area to develop ways and means for dealing with major earthquake disasters. In the initial project, which is scheduled for completion in July 1974, a list of resources and operational plans and guidelines are being developed. In a subsequent phase of the project, which will receive 50 percent federal funding, local jurisdictions within these areas will be assisted in tailoring these plans and guidelines to meet their own specific needs. The project will also be extended to jurisdictions contiguous to the counties in the original project which may be affected by earthquakes.

*D. Management and Maintenance of State Resources.* The state owns a substantial and valuable inventory of fire pumper trucks and equipment, rescue trucks and equipment, communications trucks or vans and portable equipment, medical equipment, radiation detection equipment and training equipment, most of which is deployed to local governmental jurisdictions and state agencies. While this equipment is generally maintained by the agencies in possession, inventory control, maintenance standards and replacement cycling is the responsibility of the Office of Emergency Services. In some instances the office provides direct maintenance of certain kinds of equipment. The inventory can be moved about the state as emergency situations require to provide a vital backup capability to local forces.

**Administration**

The second major program—administration—provides the conventional housekeeping activities such as accounting, personnel records, general office services and management as well as basic executive and departmental policy activities.

Administrative costs, which represent slightly less than 10 percent of the gross budget, are distributed to the major programs mentioned above rather than set forth as separate costs.

**ANALYSIS AND RECOMMENDATIONS***We recommend approval.*

The Office of Emergency Services (OES) proposes a General Fund expenditure of \$1,406,196, which is \$279,704 or 16.6 percent below estimated expenditures for the current year. Including \$1,080,167 in federal funds, OES proposes a total expenditure of \$2,486,363, which is \$110,220 or 4.2 percent below estimated current-year total expenditures. This decrease is primarily attributable to the deletion of a net total of 19 positions in the budget year for federally funded projects. Positions for projects which are fully or partially federally funded are established on a contingent rather than a permanent basis and are phased out as the federal programs and support terminate. Two radiological instrument study and maintenance

contracts, which are supported 100 percent by federal reimbursements and account for 13 of the 19 discontinued positions, may be renewed in the budget year, depending on the availability of federal funds. These contracts provide maintenance and testing of instruments which would be used for detecting and measuring radioactivity in the event of a nuclear disaster. OES also proposed to distribute \$30,588,713 in federal funds to local governments for various emergency service programs.

#### **New Positions**

The Governor's Budget shows a reduction of 28.5 positions in the budget year, the continuation of 5.5 positions established administratively in the current year and the addition of four new positions for a net reduction of 19 positions, all of which are federally funded as discussed previously.

The positions proposed for continuation include (1) 1.5 emergency services coordinators to evaluate inundation maps that are being submitted to OES as required by Chapter 780, Statutes of 1972, (2) a communications coordinator and stenographer II for the project to replace the state's existing statewide law enforcement communications network, and (3) a senior emergency operations planner and clerk-typist II for implementing the earthquake planning project in the San Francisco Bay area.

The four new positions include (1) a senior emergency operations planner (in lieu of an associate planner budgeted in the current year) and a clerk-typist II, to implement the earthquake planning project in the Los Angeles-Orange County area, (2) a stenographer II for the director's office, and (3) a fire coordinator for the southern California area. The latter two positions are proposed to handle additional workload.

Of the 9.5 proposed new and continued positions, 7.5 would be funded by 50-percent reimbursement, and the remaining two would be funded entirely by Office of Criminal Justice Planning funds.

#### **Operating Expenses and Equipment**

Operating expenses and equipment decreased from \$2,719,886 in the current year to \$1,141,665 in the budget year. This decrease is largely attributable to a one-time expenditure of \$1,436,000 (largely for equipment) in the current year for the statewide law enforcement communications network with Office of Criminal Justice Planning funds. Consultant and professional services decrease from \$460,659 in the current year to \$194,000 in the budget year. This decrease is largely traceable to the reduction in federal funds for radiological contracts. The \$194,000 in consultant services contains \$110,000 for engineering services furnished by the Department of Water Resources to evaluate inundation maps as required by Chapter 780, Statutes of 1972. The budget also contains funds for maintaining the schedule for replacing obsolete and wornout equipment. Among items scheduled for replacement are five pumper firetrucks at a total cost of \$192,800, one mobile fire and rescue communications unit at a cost of \$20,000, 10 portable radio transceivers for law enforcement support at a cost of \$6,000, and one law enforcement mobile command post at a cost of \$12,000. All mobile equipment scheduled for replacement is more than 20 years old. The five pumper firetrucks replace some of the 100 trucks originally purchased by the state in 1953 with federal funds.

**OFFICE OF EMERGENCY SERVICES—Continued**

These trucks are assigned to various local fire departments throughout the state to combat major emergency fire disasters. In 1964, the state embarked on a policy to replace them at a rate of 10 each year to guard against obsolescence. In recent years, the replacement rate has been five annually. To date, a total of 80 trucks have been replaced, including five scheduled for replacement in the current year. Thus, approval of the five new vehicles requested in the budget year would leave 15 for future replacement.

**Governor's Office**

**OFFICE OF PLANNING AND RESEARCH**

Item 34 from the General Fund                      Budget p. 11    Program p. I-37

Requested 1974-75 .....	\$822,526
Estimated 1973-74 <sup>a</sup> .....	544,121
Actual 1972-73 .....	88,115
Requested increase \$278,405 (51.2 percent)	
Increase to improve level of service \$278,405	
Total recommended reduction .....	\$158,000

<sup>a</sup> Includes \$125,000 emergency appropriation for Energy Planning Council.

<b>SUMMARY OF MAJOR ISSUES AND RECOMMENDATIONS</b>	<i>Analysis page</i>
1. <i>General Fund Support. Reduce Item 34 by \$50,000. Recommend deletion of this unexplained amount in proposed appropriation.</i>	38
2. <i>Office of Science and Technology. Reduce Item 34 by \$108,000. Recommend establishing and funding this office, if at all, by statutory enactment.</i>	39
3. <i>Energy Planning Council. Recommend transfer of funds available on December 31, 1974, to statutory agency.</i>	40
4. <i>Defer Budget Approval. Recommend budget not be approved until office reports on contract with Department of Housing and Urban Development.</i>	41
5. <i>Improve Budget Presentation. Recommend office be required to present analysis of current activities, funding, and criteria used in allocation of federal funds.</i>	42
6. <i>Grants to State Agencies. Recommend office be required to report all grants to state agencies.</i>	42

**GENERAL PROGRAM STATEMENT**

The Office of Planning and Research serves as an umbrella organization for several agencies. The core program is the administration of state laws which govern planning. The 1973-74 Budget Act moved the Office of Intergovernmental Management and the Council on Intergovernmental Relations into the office. In the current year, the following agencies have

been added to the office for budget purposes only: (1) the Energy Planning Council, and (2) the Office of Science and Technology. The executive orders establishing those agencies place them in the Governor's office and require them to report directly to the Governor and the cabinet. Also, in the current year the Advisory Coordinating Council on Public Personnel Management has been transferred to the office. The council reports to the director of the office.

#### Level of Support

Table 1 summarizes the current and proposed level of support for the office as shown in the budget document.

**Table 1**  
**Overall Funding Level—Office of Planning and Research**  
**as Shown in the Governor's 1974-75 Budget Document**

	1973-74	1974-75	Percent change
State operations			
State General Fund .....	\$544,121	\$822,526	51.2%
Federal funds .....	1,981,810	2,148,989	8.4
Matching funds .....	(223,923)	(242,813)	—
Subtotal .....	\$2,525,931	\$2,971,515	17.6%
Local assistance budget			
Federal funds .....	\$869,166	\$800,000	-8.0%
Matching funds .....	(434,583)	(400,000)	—
Subtotal .....	\$869,166	\$800,000	-8.0%
Total .....	\$3,395,097	\$3,771,515	11.1%
Man-years .....	62	63.9	3.0%

Table 1 shows that General Fund support for the agency increases by 51.2 percent in the budget year and that total funds supporting the agency increase by 11.1 percent. Man-years increase by 3 percent.

The overall support for the agency is 22 percent from the General Fund and 78 percent from federal funds. The matching funds shown in Table 1 are funds received by the office from other state agencies or local governments as the matching portion of a federal grant. These matching funds do not contribute to the office's support but are shown to provide a complete total of the funds administered by the agency.

Table 2 shows that, according to the budget document, federal funds administered by the office will increase by 3.4 percent in the budget year.

**Table 2**  
**Federal Funds Administered by the Office of Planning and Research**  
**as Shown in the Governor's 1974-75 Budget Document**

<i>Federal funds</i>	1973-74	1974-75	Percent change
State operations .....	\$1,981,810	\$2,148,989	8.4%
Local assistance .....	869,166	800,000	-8.0
Total .....	\$2,850,976	\$2,948,989	3.4%

#### Authorized Positions

Table 3 shows the current and proposed positions in the office.

During 1973-74, the number of positions in the office will increase from 40.5 to 62. This results from (1) transferring to the office 8.4 positions in the Advisory Coordinating Council on Public Personnel Management and (2) establishing in the office 13 positions for the Energy Planning Council.



## OFFICE OF PLANNING AND RESEARCH—Continued

Table 3  
Current and Proposed Positions—Office of Planning and Research

1973-74	Number of positions
Authorized positions.....	40.5
Positions transferred from State Personnel Board:	
Advisory Coordinating Council on Public Personnel Management.....	8.4
Temporary help.....	0.1
Proposed new positions: Energy Planning Council.....	13.0
Subtotal.....	62.0
 1974-75	
Proposed new positions: Office of Science and Technology.....	3.0
Proposed deleted positions:	
(1) Advisory Coordinating Council on Public Personnel Management.....	-1.0
(2) Temporary help.....	-0.1
Total proposed positions 1974-75.....	63.9

In 1974-75, the budget proposes to increase the staff of the Office of Science and Technology from two positions to five positions. One position will be deleted from the staff of the Advisory Coordinating Council on Public Personnel Management because federal support for the position ends on June 30, 1974.

**Unexplained Growth in General Fund Expenditures**

*We recommend that the budget of the Office of Planning and Research be reduced by \$50,000 because neither the budget document nor the office has explained the purpose of that amount in the proposed appropriation.*

The budget document shows General Fund support for the office as follows:

1973-74.....	\$544,121
1974-75.....	822,526

Table 4 shows how the budget document arrives at the amount shown for 1973-74.

Table 4  
Growth in General Fund Expenditures  
Office of Planning and Research 1973-74

<i>A. 1973-74 Budget Act</i>	
1. 1973-74 workload budget.....	\$319,159
2. One-time appropriation in 1973-74 for Local Government Reform Task Force.....	50,000
Total 1973-74 Budget Act appropriation.....	\$369,159
 <i>B. Augmentation for Energy Planning Council</i>	
1. From the Emergency Fund.....	\$75,000
2. Proposed from the annual deficiency bill for the Emergency Fund.....	50,000
Total for Energy Planning Council.....	\$125,000
 <i>C. Augmentation for Salary Increases</i>	
Total 1973-74 augmentations.....	\$49,962
Total 1973-74 budget as shown in budget document.....	\$544,121

Table 4 shows that during 1973-74 the office's budget will be augmented by \$125,000 for the Energy Planning Council and by \$49,962 for salary increases, a total of \$174,962. More important for the present discussion, Table 4 shows that the office's 1973-74 budget consists of two parts: first, a workload budget, and second, a one-time appropriation of \$50,000 for support of the Local Government Reform Task Force. That amount should be subtracted from the amount shown in the budget document for 1973-74 to determine what the office's workload growth will be in the budget year. Subtracting \$50,000 from \$544,121 gives \$494,121. The difference between \$494,121 and \$822,526 (\$328,405) is the amount of 1974-75 General Fund workload growth which must be justified. Table 5 summarizes the office's explanation of 1974-75 General Fund workload growth.

**Table 5**  
**Office of Planning and Research**  
**Increase in General Fund Cost 1974-75**

<i>Program</i>	<i>Cost</i>	<i>Positions</i>
Office of Science and Technology .....	\$69,289	3
Energy Planning Council.....	167,188	13
Administration of Public Service Internship Program .....	41,928	(2) <sup>a</sup>
Total.....	\$278,405	16

<sup>a</sup> These two positions do not add to the total positions authorized for the office. The positions appear in this table because the budget proposes to support them from the General Fund instead of from federal funds.

Although the workload increase which must be justified is \$328,405, Table 5 shows that the actual workload increase is \$278,405, or \$50,000 less than the request.

#### **Eliminate Funding of Office of Science and Technology**

*We recommend deletion of \$108,000 for support of the Office of Science and Technology.*

The Office of Science and Technology was established on May 1, 1973, by Executive Order R-42-73, which provides that the office is in the Governor's office and will "advise the Governor and the Cabinet in the support of a healthy, viable and imaginative use of scientific and technological resources by state and local government." The executive order further requires the office to "coordinate research and development in scientific areas among all units of government." The office was not funded in the 1973-74 budget and has been operating by using two positions in the Office of Planning and Research at a cost of \$38,711.

For 1974-75, the budget request for this office is \$108,000, an increase of \$69,289. The \$69,289 will fund an additional three positions—a senior intergovernmental program analyst and two clerical positions. We believe the executive order creates a new state program which should be established, if at all, by statutory enactment.

**OFFICE OF PLANNING AND RESEARCH—Continued****Energy Planning Council**

*We recommend that the unencumbered balance of funds for the Energy Planning Council available on December 31, 1974, be transferred to a statutory agency designated by the Legislature to carry out the program of the Energy Planning Council. If no such agency exists on December 31, 1974, we recommend that the appropriation for this office be terminated.*

The Energy Planning Council was established on October 2, 1973, by Executive Order R-43-73. Under the chairmanship of the Lieutenant Governor, the council consists of (1) agency secretaries, (2) the Director of Finance, (3) the executive assistant to the Governor, (4) the President of the Public Utilities Commission, (5) the Director of the Office of Planning and Research, and (6) the Director of the Office of Science and Technology, or their designees.

The duties of the council include (1) coordinating all state activities regarding energy resources, (2) recommending policy alternatives to the Governor, (3) coordinating a program of research and development of energy resources, and (4) proposing new legislation regarding energy matters.

For the 1973-74 fiscal year, the office has received \$75,000 from the Emergency Fund and will seek an additional \$50,000 in the 1974 deficiency bill for the Emergency Fund. The \$125,000, plus \$56,749 in federal funds, will provide \$181,749 for the support of the council until June 30, 1974. For the 1974-75 fiscal year, the council is requesting an additional \$167,188, which makes the two-year General Fund cost of the office \$292,188. According to the budget document, that appropriation will support 10 professional and three clerical positions. The council does not intend to apply for federal funds for support in 1974-75.

The Energy Planning Council is a creation of the executive. Emergency conditions may require its temporary existence. However, if the council is to be a permanent part of state government, it should be established by legislative enactment.

**Advisory Coordinating Council on Public Personnel Management**

This council was established on May 20, 1971, by Executive Order R-30-71, which placed the council under the administration of the State Personnel Board. Chapter 1819, Statutes of 1971, required the council to undertake demonstration programs of public service employment. Executive Order R-38-73, issued on January 9, 1973, designated the council as the responsible contracting agency for the Federal Community Development Training Act of 1964. Executive Order R-44-73, issued on November 23, 1973, transfers the council to the Office of Planning and Research.

The council consists of 17 persons representing state, county, and city government and public and private higher education. The primary responsibility of the council is to administer the federal Intergovernmental Personnel Act of 1970. Table 6 shows the council's funding since it was created.

**Table 6**  
**Advisory Coordinating Council on Public Personnel Management**

	1971-72	1972-73	1973-74	1974-75
General Fund .....	\$15,467	\$110,078	—	—
Federal funds .....	1,007,000	1,368,750	\$966,134	\$1,133,676
Total .....	\$1,022,467	\$1,478,828	\$966,134	\$1,133,676

#### **Public Service Internship Program**

The Public Service Internship Program was established by Chapter 815, Statutes of 1970, to acquaint college and graduate students with government service as a career. The program was administered by the State Scholarship Commission until it was transferred to the Advisory Coordinating Council on Public Personnel Management in 1972. The program has never been supported by the General Fund. The 1974-75 budget proposes to appropriate \$41,928 from the General Fund to administer the program. The appropriation will support one professional and one clerical position, and will provide \$14,650 for operating expenses.

#### **Inaccurate Reporting of Federal Funds**

As reported in Table 2 on page —, the budget document shows \$2.85 million in federal funds administered by the office in 1973-74 and \$2.95 million in 1974-75, an increase of 3.4 percent. We believe these amounts are inaccurate. Based on the office's actual federal grant awards and applications, the total should be \$3.53 million in 1973-74 and \$2.97 million in 1974-75, a decline of almost 16 percent.

Table 7 shows the detail of the federal funds administered by the office.

**Table 7**  
**Legislative Analyst Estimate**  
**Expenditures From Federal Programs**  
**Office of Planning and Research**

<i>Federal program</i>	<i>Estimated 1973-74 expenditures</i>	<i>Estimated 1974-75 expenditures</i>	<i>Percent change</i>
Department of Housing and Urban Development:			
(1) Comprehensive Planning Assistance .....	\$2,159,566	\$1,815,445	-15.9%
(2) Model Cities .....	140,000	—	-100.0
(3) Model Cities Development Training .....	5,027	—	-100.0
(4) Community Development Training .....	166,134	—	-100.0
Economic Development Assistance .....	25,000	25,000	—
National Science Foundation .....	70,000	—	-100.0
Department of Health, Education and Welfare	2,500	—	-100.0
Civil Service Commission:			
(1) Intergovernmental Personnel Act .....	966,134	1,133,676	17.3
Total federal funds .....	\$3,534,361	\$2,974,121	-15.9%

#### **Budget Approval Should Be Deferred**

*We recommend that the budget of the Office of Planning and Research not be approved until it reports to the Legislature on its contract with the Department of Housing and Urban Development (HUD).*

Almost one-half of the office's support in 1974-75 comes from a grant from HUD under the Comprehensive Planning Assistance Program—

**OFFICE OF PLANNING AND RESEARCH—Continued**

popularly known as the "701" program. The terms of the grant are set forth in a document known as the Overall Program Design (OPD) which actually determines the activities of the office for each year.

The office negotiates the grant in February and March each year after its state budget has been proposed. Thus, the office theoretically tells the Legislature what it will do in the budget year before its actual priorities and activities have been established and the budget contains almost no information concerning its current or proposed activities.

If the Legislature defers consideration of the office's budget until the OPD has been signed, the Legislature would be able to establish priorities contingent upon specified directives.

**Improved Budget Information**

*We recommend that the Legislature require the Office of Planning and Research to explain in the budget document its activities and to include the following information:*

- (1) An analysis of all of the office's activities current at the time the budget document is presented to the Legislature.*
- (2) The funding by source used to support those activities.*
- (3) A statement of the criteria the federal government requires the office to observe in the allocation of federal money to grantees.*
- (4) A statement of the criteria established by the office and used to allocate federal funds to grantees.*

The budget document does not fully document the activities and expenditures of the office. The activities of the office for the budget year are not definite until the office has signed a contract with HUD for a comprehensive planning grant. That takes place each year after the budget document has been prepared. Nevertheless, the office could place in the budget document each year an analysis of its *activities* for the *current* year together with its *proposals* to HUD for the *budget* year. That would enable the Legislature to evaluate the activities of the office.

Information regarding the criteria used by the office in the allocation of federal funds will become more important in 1974-75. Currently, the office allocates \$2.2 million in "701" grants to jurisdictions under 50,000 in population. In 1974-75, HUD plans to allow the office to allocate all of the California "701" money—a total of \$7.2 million.

**Grants to Other State Agencies Should Be Shown**

*We recommend that the Office of Planning and Research be required to report in the budget document all grants to state agencies.*

As Table 7 illustrates, this department will administer \$3 million in federal funds in 1974-75. Of this amount \$357,000 will be granted to state agencies for a variety of projects. Neither the amounts nor purposes of the grants are shown in the office's budget or in the budget of the recipient agencies. Consequently, the Legislature does not have an opportunity to review the supported activities. The office should report the amounts and purposes for each grant in the budget document.

## OFFICE OF THE LIEUTENANT GOVERNOR

Item 35 from the General Fund

Budget p. 14 Program p. I-44

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Requested 1974-75 .....	\$445,879
Estimated 1973-74 .....	412,919
Actual 1972-73 .....	316,780
Requested increase \$32,960 (7.9 percent)	
Increase to improve level of service \$20,418	
Total recommended reduction .....	\$20,418

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### SUMMARY OF MAJOR ISSUES AND RECOMMENDATIONS

1. *Staffing. Reduce \$20,418.* Recommend deletion of requested administrative assistant II and stenographer II positions. 43

### GENERAL PROGRAM STATEMENT

The Lieutenant Governor, who is elected pursuant to Article 5, Sections 9-11, of the California Constitution to serve concurrently with the Governor, assumes the responsibilities of chief executive in the absence of the Governor and serves as presiding officer of the Senate, voting only in the case of a tie.

He is chairman of the Commission for Economic Development, the Commission of the Californias, the Environmental Policy Committee, the Local Government Reform Task Force, the Governor's Task Force on Narcotic Enforcement, and the Space Shuttle Task Force. He is vice chairman of the National Lieutenant Governor's Conference and is the Governor's science and technology coordinator.

He is also a member of (1) the Regents of the University of California, (2) the Board of Trustees of the State University and Colleges, (3) the California State Lands Commission, (4) the California Reciprocity Commission, (5) the Governor's cabinet, (6) the Council on Intergovernmental Relations, (7) the California State Disaster Council, (8) the Interstate Cooperation Commission, (9) the Governor's Tax Reduction Tax Force, and (10) the Governor's Select Committee on Law Enforcement.

### ANALYSIS AND RECOMMENDATIONS

The proposed budget of \$445,879, an increase of \$32,960 or 7.9 percent above estimated current-year expenditures, is the result of a \$22,142 increase in salaries (mainly the cost of two proposed new positions) and an increase of \$10,818 in operating expenses and equipment.

The staff of the Lieutenant Governor's office is currently authorized at 19 positions and the budget proposal would raise the total to 21.

#### New Positions Not Justified

*We recommend deletion of the requested administrative assistant II and stenographer II positions for a budget-year savings of \$20,418.*

The two proposed positions which were added administratively in the current year are requested to provide management of general office services and research and preparation of remarks for scheduled appearances

**OFFICE OF THE LIEUTENANT GOVERNOR—Continued**

of the Lieutenant Governor. The stenographer II, who will function primarily as a "scheduling secretary" is requested to handle correspondence and clerical workload resulting from an increased level of speaking engagements. The administrative assistant II is requested to assist in the research and preparation of speeches for the Lieutenant Governor.

In our Analysis of the 1971 and 1973 Budget Bills, we detailed the identifiable staffing needs of the Office of Lieutenant Governor and noted that proposed new positions were not justified. Our review supported a staffing level of 16, plus a chauffeur provided by the Highway Patrol. Since fiscal year 1970-71, the staff has increased from 11 to 19 positions, and the support budget has increased 75 percent, from \$236,166 to \$412,919.

We have not been able to ascertain any appreciable change in workload arising from the Lieutenant Governor's official state responsibilities to warrant the addition of the requested positions. Therefore, we recommend deletion of the proposed positions for a savings of \$20,418.

**COMMISSION OF THE CALIFORNIAS**

Item 36 from the General Fund

Budget p. 14 Program p. I-45

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Requested 1974-75 .....	\$46,801
Estimated 1973-74.....	45,904
Actual 1972-73 .....	40,732
Requested increase \$897 (2 percent)	
Total recommended reduction .....	None

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**GENERAL PROGRAM STATEMENT**

The Commission of the Californias was established in 1964 to promote favorable economic and cultural relations with the State of Baja California, Mexico. The law was amended in 1967 to extend such activity to the Mexican Territory of Baja California Sur, thus embracing the entire peninsula of Lower California. The California group meets with similar delegations representing the Baja California areas.

The California delegation consists of 7 public members, 10 legislative members and 45 individuals representing special areas of expertise. The headquarters of the California group is located in San Diego and the staff consists of two positions.

The commission holds occasional formal meetings, but its work is accomplished mostly through committees and by assignments to members and specialists. Last year, the commission focused on the following activities:

(1) *Drugs.* The commission held three conferences on drug abuse and produced a compendium of drug laws of Mexico and the United States. Currently, the commission is undertaking a study of juvenile delinquency in Baja California with an emphasis on the abuse of drugs.

(2) *Agriculture.* The commission conducted a study on the destructive effects of ticks and screwworms to California livestock and provided

assistance in cattle feeding techniques to ranchers in Baja California.

(3) *Investment and Tourism.* The commission continued to work with the Mexican government on the stabilization of economic investments and improvements in the tourist industry. In November 1973 it sponsored a conference on tourism and the environment. During the September 1973 earthquake and flood crisis in parts of Mexico, the staff assisted California residents in obtaining information on friends and relatives in the affected areas.

#### ANALYSIS AND RECOMMENDATIONS

*We recommend approval.*

For the budget year, the commission requests \$46,801, which is \$897 or two percent above estimated current expenditures. This increase consists of \$816 for operating expenses and \$81 in salary increases.

New activities scheduled during the current and budget years include (1) development of athletic exchange programs by the commission-established International Sports Committee, (2) translation of Mexican air regulations into English, and (3) assistance to the States of Arizona and New Mexico in the development of similar commissions and programs.

The commission also is participating in the implementation of an \$80,000 → Federal Office of Economic Opportunity grant for a teacher exchange program. The grant, which is assigned to the Town Affiliation Association of Los Angeles, will involve teachers from both sides of the border from the preschool through community college levels. *Did they get it?*

#### DEPARTMENT OF JUSTICE

Items 37 and 38 from the General Fund and the State Transportation Fund

Budget p. 15 Program p. I-47

Requested 1974-75 .....	\$39,020,232
Estimated 1973-74 .....	37,589,189
Actual 1972-73 .....	29,198,064
Requested increase \$1,431,043 (3.8 percent)	
Total recommended reduction .....	None

#### SUMMARY OF MAJOR ISSUES AND RECOMMENDATIONS

*Analysis  
page*

1. Workload and Staffing Standards. Recommend department undertake a study of workload and staffing standards of the legal divisions and report to the Legislature by January 1, 1975 50
2. Reimbursements for Criminalistic Laboratory Services. Recommend legislation authorizing the department to charge fees equal to the cost of criminalistic laboratory services. 57
3. Law Enforcement Intelligence Unit. Recommend the Organized Crime and Criminal Intelligence Branch distribute 61