

may have. An agenda is prepared by the director of Budget and Procurement concerning the needs of the State's agencies. Another agenda is prepared by the director of Public Improvements concerning capital improvements which require the Board's approval. By agreement the secretary's agenda is considered first.

**BONDS**

The secretary of the Board writes all beneficiaries of bond income, i.e., hospitals, prisons, schools, for their particular cash needs. He gathers this information and places it on the agenda. The treasurer determines when to sell bonds and how much can be sold in view of the money market. The treasurer also recommends the bond counsel who determines the legality and regularity of the bond issue. Although it is not provided for by statute, the comptroller handles the accounting. Before a request is finally approved, it is examined through budget analysis by the Department of Budget and Procurement to determine its necessity. Finally, the Board approves or disapproves.

**CAPITAL IMPROVEMENTS**

Capital improvements generally are presented to the Board by the agenda submitted by the director of Public Improvements. An agency requests a new building or alterations through the Department of Public Improvements. Requests are examined to determine the need and the adequacy of the plans. The plans also go through the Board of Architectural Review. The Department takes bids and submits the final total cost to the Board along with the Department's recommendation.

**GENERAL MATERIALS**

Procedure for approving office supplies, desks, etc., is much the same as above. Requests come through the

Department of Budget and Procurement; if unusual or slightly extraordinary, they are analyzed. Generally, each agency has an over-all budget analyst assigned to it. Requests are sent to the director of Budget and Procurement, who determines whether they are to be placed on the agenda.

The procedure is best understood by following a case from an initial request to the Board's action. The superintendent of the Chief of Police thought that it would be a good idea for all state employees who drive state cars or who drive their own cars and are reimbursed by the State to have defensive-driver training. Although he called the secretary first about this idea because he knew him personally, his request should have been routed through the director of Budget and Procurement for approval. The secretary called the director who, after studying the plan, felt neutral about the desirability of implementing the idea. The secretary put the request on the agenda of the Board of Public Works, and when the matter was reached, the superintendent presented his case before the Board. The expenditure was approved and was paid out of the General Emergency Fund.

**INFORMAL ACTION**

When an emergency request is made and the Board is not meeting, action can be taken if there has been approval in writing by each member of the Board. If one member dissents, informal action cannot be taken. There is no statutory provision for this procedure.

**SUBMERGED LANDS**

When a request is made by a gravel company to dredge sand and gravel from submerged land, it is sent to the secretary who gathers all the necessary information on value, interference with navigation, and natural resources from