

The State Legislative Process

The following is an overview of the State legislative process.

Introduction of Bills

When the author wishes to introduce a bill, he or she delivers it to the Assembly Chief Clerk or Secretary of the Senate who gives the bill a number. During a regular session, no bill, other than the Budget Bill, may be heard by any committee or acted upon by either house until 30 calendar days have elapsed following the date the bill was introduced; however, this provision may be dispensed with by the consent of three-fourths of the members of the house. This waiting period permits proponents and opponents to review the provisions of the bill and to prepare testimony for presentation to the committee.

For convenience, bills are referred to or designated as AB for Assembly bills and SB for Senate bills. Concurrent resolutions are indicated by ACR or SCR, joint resolutions carry the letters AJR or SJR, and constitutional amendments are identified as ACA or SCA. A single house resolution in the Assembly is designated HR (House resolution) and SR (Senate resolution) in the Senate.

Restriction on Bill Introduction

Bills must be introduced by late February, with a few exceptions, such as for constitutional amendments. The rules in each house presently place a limit on the number of bills that can be introduced in a two-year session. Currently a Senator may introduce a total of 50 and an Assembly Member no more than 40 bills in the regular session.

Bills and Standing Committees

After introduction, a bill is referred by the Rules Committee to the standing committee, or occasionally two committees, that deals with the bill's policy.



A schedule or calendar of bills set for hearing is proposed by each committee. Publication of this list in the Daily File must occur at least four calendar days prior to the first committee of reference hearing the bill. For instance, a Senate or Assembly bill first referred to the Assembly Committee on Transportation must be noticed at least four days prior to the hearing; if the bill is subsequently re-referred to a second committee such as the Assembly Committee on Local Government, the bill must then be noticed two days prior to hearing in that committee. Many times, opposition to bills can be overcome by amendments submitted in committee. Amendments can be proposed by either the committee or the author, but the bill cannot be amended without either the author's consent or a vote of the full house.

Most bills are referred to the appropriations committee following passage in the policy committee. The appropriations committees hold most bills for consideration at a single time to ensure that only the most important bills that cost money are passed.

The Joint Rules of the Senate and Assembly are explicit regarding the conduct of the meetings of standing committees. A quorum must be present in order for a bill to be passed out of committee. When a committee takes action on a bill, the vote must be by roll call. Further, all roll call votes must be recorded by the committee secretary and transmitted to the Chief Clerk of the Assembly or the Secretary of

the Senate for publication as part of the Journals of the respective houses. Committee actions are also published in a manner prescribed by each house. If a bill fails to get the necessary votes to pass it out of committee and reconsideration is not granted within 15 legislative days, it is returned to the Chief Clerk of the Assembly or the Secretary of the Senate, as the case may be, and may not be considered further during the session.



The biennial session is governed by constitutional deadlines for bills to be acted upon. The first occurs on January 31 of the second year of the biennium (even numbered years), at which time those bills introduced in the first year of the biennium (odd numbered years) and still in the house of origin may no longer be acted upon by the house, and they are filed with the Chief Clerk or the Secretary of the Senate. No bill may be presented to the Governor after November 15 of the second year of the session. Another deadline occurs at the end of the second year, following adjournment sine die (November 30), when all bills remaining in committee are returned to the Chief Clerk or Secretary of the Senate.

After final adjournment, the Chief Clerk of the Assembly and the Secretary of the Senate file all the bills of the respective houses in the archives of the Secretary of State's office.

Second Reading and Engrossment of Bills

After a bill has been reported from a committee without amendments, it is read the second time

and placed on the third reading file. In the event that the bill has been reported out of committee with amendments, it is reprinted, showing such amendments by the use of strikeout type for matter omitted, and italic type for the new matter. Thereafter, the bill is as of the date of the last amendment, e.g., AB 2207 as amended in the Senate, August 19, 2014.

Third Reading and Floor Consideration

When a bill is placed on the Third Reading File, it is eligible to be taken up on the floor for a vote of the full membership. However, it is not unusual for some bills to remain on the Third Reading File for many days or weeks before they are taken up.

Each bill receives an item number in the Third Reading section of the Daily File and is referred to by that number. The number changes daily as items in other sections of the Daily File move off or are added to the file.

No bill may be taken up on either floor until printed copies are distributed to members and floor analyses are available. The floor analysis summarizes the bill in its current version, including most recent amendments, and provides other details such as how members voted on the measure in policy and fiscal committees. In the Assembly, floor analyses are prepared by the Floor Analysis Unit in the Office of the Chief Clerk. In the Senate, floor analyses are prepared by the Senate Office of Floor Analyses under the direction of the Secretary of the Senate.

If a bill is amended on the floor of either house, it must be sent out to print and returned to the Daily File. This means the bill cannot be taken up that same day unless the rules are waived. In the Assembly, bills as amended and reprinted cannot be acted upon until they have been on the Daily File for one calendar day. Amendments require a majority of those present and voting for adoption.

In the final days of a legislative session, special rules regarding floor amendments can apply. Except for unusual circumstances, the last day

to amend bills has been usually four to five days prior to the close of session.

After an author has taken up a measure and all debate has concluded, voting begins. In the Assembly, the roll is opened and members vote electronically from their desks. In the Senate, the roll is called by the Reading Clerk and members answer “aye” or “no” or abstain from voting.

Voting

Most bills require a majority vote of each house (41 votes in the Assembly; 21 votes in the Senate). However, some measures require a two-thirds (2/3) vote of each house.

Measures requiring a two-thirds vote: (54 votes in Assembly; 27 votes in Senate)

1. The budget bill
2. Urgency measures (effective immediately upon signature of the Governor instead of January 1 of following year)
3. Constitutional amendments
4. General Fund appropriation bills (any bill appropriating money from the General Fund, except money for public education)
5. Tax levies (imposes, repeals, or alters a state tax)
6. Personal property tax exemptions or reclassifications
7. Veto overrides (bills passed over the Governor’s veto)
8. Bills that amend the Political Reform Act

Measures requiring a four-fifths vote: (64 votes in Assembly; 32 votes in Senate)

1. Amending the Tobacco Tax and Health Protection Act of 1988
2. Suspending Proposition 1A (2004) property tax protections

Placing a Call - Once a vote has been taken, but prior to the announcement of the vote on a bill, motion, or any other matter, any member may “move a call.” This motion is made typically by the bill’s author in an effort to obtain more votes for a measure, but the motion can also be made by an opponent of whatever issue is before the house. A call can be placed

regardless of the number of votes recorded on a measure. If, however, there is objection, it takes a majority of those present and voting to place a call.



Reconsideration - If a measure fails to receive the required number of votes, the author can move that the bill be reconsidered (“I move that the vote whereby SB _____ was defeated be reconsidered.”). This motion, if adopted, allows the measure to be taken up for a vote on passage on another legislative day (another Floor Session day). The motion to reconsider is not granted unless receiving at least 41 “aye” votes in the Assembly or 21 “aye” votes in the Senate. Reconsideration motions must be made in the Assembly on the same day that the measure in question was taken up. On the day the measure is taken up, the motion in the Assembly is made by a Member “noticing reconsideration” on the next legislative day. The motion to reconsider is then placed on the Daily File on the next legislative day and is then eligible to be voted on at that time. In the Senate, a motion to reconsider may be made and is usually taken up on the same day the measure in question is voted on. After the succeeding legislative day, the reconsideration motion may not be taken up without the concurrence of 30 Members.

Consent and Special Consent Calendars

Some measures are considered so minor and noncontroversial that they will be voted out of policy committees with a recommendation that they be placed on the Consent Calendar. This is a list of bills noticed in the Daily File for at least two legislative days under the heading of

“Consent Calendar.” The Consent Calendar is usually taken up at the end of a Floor Session and passed with one vote, regardless of how many bills are included. Any member may pull a bill from the Consent Calendar up until the roll is called for a vote.

“Special Consent Calendars” are constructed by the Chief Clerk of the Assembly and the Secretary of the Senate for their respective houses during particularly busy periods of the legislative year.



Unfinished Business/Conference Committees

Most measures pass from the house where they originated (house of origin) to the other house where they are amended in some fashion. If a bill has been amended in any way in the second house, it must return to the house of origin for concurrence in those amendments. Measures awaiting concurrence in amendments taken in the other house are placed on the “unfinished business” portion of the Daily File.

A bill’s author may ask for nonconcurrence in amendments so that a conference committee can be formed to forge an agreement between the two houses on the bill. Conference committees are composed of three members of the Assembly and three members of the Senate. Two of the three members from each house should have voted with the majority and one from each house should have voted with the minority. Two members of the majority party and one member of the minority party are typically placed on conference committees. The Speaker appoints Assembly conferees; the Senate Rules Committee appoints Senate conferees.

After a conference report, which is in the form of amendments, is approved by the conference committee, it must go back to both houses for approval. If both houses approve, the measure is sent to the Governor.

Governor’s Signature

The Governor usually has 12 days to sign or veto a bill after receiving it. The bill becomes law with no signature should the Governor take no action. However, when the Legislature adjourns for the Interim Study Recess (first year of a two-year session), the Governor has 30 days to consider bills. In the second year of the session, the Governor has until September 30 to consider bills passed by the Legislature before September 1 but delivered to him after that date.

If the Governor vetoes a bill, it is returned to the house of origin and placed on the unfinished business portion of the Daily File. The Legislature has 60 days to attempt to override the veto.

HANDY GLOSSARY OF LEGISLATIVE TERMS

Amendment Formal proposal to change the language of a bill after it has been introduced.

Appropriation The amount of money set aside for a specific purpose and designated from a specific source, such as the General Fund, Environmental License Plate Fund, etc.

Approved by the Governor Signature of the Governor on a bill passed by the Legislature.

Assembly The lower house of the California Legislature, consisting of 80 Members, elected from districts apportioned on the basis of population, who serve two-year terms.

Bill A proposed law introduced in the Assembly or Senate and identified with a number.

Bill Analysis A document that must be prepared by committee staff prior to hearing the bill in committee. It explains how a bill would change current law and sometimes mentions support and opposition from major interest groups.

Chamber The Assembly or Senate chamber where Floor Sessions are held.

Chapter After a bill has been signed by the Governor, the Secretary of State assigns the bill a Chapter number, such as Chapter 1235, Statutes of 1993, which is subsequently used to refer to the measure rather than the bill number.

Coauthor Any Member of either house, with the agreement of the author of a bill, may add his or her name on that Member's bill as coauthor, usually indicating support for the proposal.

Codes Bound volumes of law organized by subject matter. The code to be changed by a bill is referred to at the top of the bill.

Concurrence One house approving a bill as amended in the other house. If the author is unwilling to move the bill as amended by the other house, the author requests

nonconcurrence in the bill and asks for the information of a conference committee.

Concurrent Resolution A measure introduced in one house which, if approved, must be sent to the other house for approval. The Governor's signature is not required. These measures usually involve the business of the Legislature.

Conference Committee Usually composed of three legislators (two from the majority party; one from the minority party) from each house who meet in public session to forge one version of similar Senate and Assembly bills. The final conference committee version must be approved by both the Assembly and Senate. Assembly conferences are chosen by the Speaker; Senate conferences are chosen by the Senate Rules Committee.

Consent Calendar A group of noncontroversial bills passed by a committee or the full Assembly or Senate on one vote.

Constituent Citizen residing within the district of a legislator.

Constitutional Amendment A resolution affecting the Constitution, adopted by the Legislature or presented by initiative, requiring an affirmative vote of the electorate to become effective.

Daily File Publication produced by the Assembly and Senate respectively for each day those houses are in session. The publication provides information about bills to be considered at upcoming committee hearings and bills eligible for consideration during the next scheduled Floor Session. Pursuant to Jt. Rule 62(a), any bill to be heard in committee must be noticed in the Daily File for four days, including weekend days. The Daily File also contains useful information about committee assignments and the legislative calendar.

Daily Journal Produced by the Assembly and Senate respectively the day after a Floor Session. Contains roll call votes on bills heard in policy committees and bills considered on the Floor and other official action taken by the body. Any official messages from the Governor

are also included. A Member may seek approval to publish a letter in the Journal on a specific legislative matter.

Do Pass The affirmative recommendation made by a committee in sending a bill to the Floor for final vote; do pass as amended - passage recommended, providing certain changes are made.

Enacting Clause: By statutory provision, each proposed law must be preceded by the phrase, "*The People of the State of California do enact as follows ...*".

Enrolled Bill Whenever a bill passes both houses of the Legislature, it is ordered enrolled. In enrollment, the bill is again proofread for accuracy and then delivered to the Governor. The enrolled bill contains the complete text of the bill, with the dates of passage, certified by the Secretary of State and the Chief Clerk of the Assembly.

Extraordinary Session A special legislative session called by the Governor to address only those issues specified in the proclamation. Measures introduced in these sessions are numbered chronologically with a lower case "x" after the number (i.e., 28x); they take effect immediately upon being signed by the Governor.

First Reading Each bill introduced must be read three times before the final passage. The first reading of a bill occurs when the measure is introduced.

Fiscal Committee The Appropriations Committees in both houses to which all fiscal bills are referred if they are approved by policy committees. If the fiscal committee approves a bill, it then moves to the Floor.

Floor The Assembly or Senate chambers.

Hearing A committee meeting convened for the purpose of gathering information on a specific subject or considering specific legislative measures.

Inactive File The portion of the Daily File containing legislation that is ready for Floor

consideration, but, for a variety of reasons, is dead or dormant. An author may move a bill to the inactive file and subsequently move it off the inactive file at a later date. During the final weeks of the legislative session, measures may be moved there by the leadership as a method of encouraging authors to take up their bills promptly.

Initiative A method of legislating that requires a vote of the people instead of a vote of the Legislature for a measure to become law. To qualify for a statewide ballot, statutory initiatives must receive 384,974 signatures and constitutional amendment initiatives must receive 615,958 signatures.

Interim The period of time between the end of the legislative year and the beginning of the next legislative year. The legislative year ends on August 31 in even-numbered years and September 15 in odd-numbered years.

Item Veto The Governor's refusal to approve a portion or item of a bill; however, the remainder of the bill is approved.

Joint Resolution Expresses an opinion about an issue pertaining to the federal government; forwarded to Congress for its information. Requires the approval of both the Assembly and Senate but does not require the signature of the Governor to take effect.

Law Rule of conduct determined by the people through their elected representatives, or by direct vote.

Legislative Counsel's Digest The digest is a brief summary of the changes the proposed bill would make to current law. The digest is found on the front of each printed bill.

On File A bill on the Second or Third Reading file of the Assembly or Senate Daily File.

Policy Committee Each house of the Legislature has a number of committees referred to as "policy" committees. As bills are introduced in each house, the Rules Committee assigns each to a policy committee. The policy committee sets up public hearings on the bills,

conducts hearings and following such testimony, votes on whether or not to recommend passage of the bill to the Floor of the respective house. Other actions a policy committee may take include amending a bill and re-referring it to the same or another committee for additional hearings.

President of the Senate The State Constitution designates the Lieutenant Governor as President of the Senate, allowing him to preside over the Senate and cast a vote only in the event of a 20-20 tie. The Lt. Governor's role is largely ceremonial because he has not cast a tie-breaking vote since 1975 and, in practice, does not preside over the Senate.

Reading Presentation of a bill before either house by the reading of the title thereof; a stage in the enactment of a measure. A bill, until passed, is either in process of First, Second or Third reading, no matter how many times it has actually been read.

Resolution An opinion expressed by one or both houses which does not have the force of law. Concurrent resolutions are voted on by both houses but do not require the Governor's signature; joint resolutions are voted on by both houses.

Roll Call A vote of a committee or the full Assembly or Senate. Committee roll calls are conducted by the committee secretary who calls each Member's name in alphabetical order, with the Chair's name last. Assembly roll calls are conducted electronically with each Member pushing a button from his/her assigned seat. Senate roll calls are conducted by the Reading Clerk who reads each Senator's name in alphabetical order.

Second Reading Each bill introduced must be read three times before final passage. Second Reading occurs after a bill has been reported from committee.

Section Portion of the codes, cited in each bill, which proposes to amend, create, or replace same.

Senate The upper house of the California Legislature, consisting of 40 Members elected from districts apportioned on the basis of population, one-half of whom are elected or re-elected every two years for four-year terms.

Session Period during which the Legislature meets: Regular - the biennial session at which all classes of legislation may be considered; Extraordinary - special session called by and limited to matters specified by the Governor; Daily - each day's meeting; Joint - meeting of the two houses together.

Speaker Highest ranking Member of the Assembly; elected by all Assemblymembers at the beginning of each two-year legislative session.

Statutes Compilation of all enacted bills, chaptered by the Secretary of State in the order in which they became law, and prepared in book form by the State Printer.

Third Reading Each bill introduced must be read three times before final passage. Third Reading occurs when the measure is about to be taken up on the Floor of either house for final passage.

Third Reading Analysis A summary of a measure ready for floor consideration. Contains most recent amendments and information regarding how Members voted on the measure when it was heard in committees. Senate floor analyses also list support or opposition information from interest groups and government agencies.

Title A brief italicized paragraph, identifying the subject matter and preceding the contents of a measure.

Unfinished Business That portion of the Daily File that contains measures awaiting Senate or Assembly concurrence in amendments taken in the other house. Also contains measures vetoed by the Governor for a 60-day period after the veto. The house where the vetoed bill originated has 60 days to attempt to override.

Urgency Clause A bill which contains an urgency clause takes effect upon the Governor's signature. A vote on the urgency clause must precede a vote on the bill and requires a 2/3 vote for passage.

Veto The Governor's refusal to approve a measure sent to him by the Legislature.

Vote There are two categories of votes: majority and two-thirds.

- ◆ *Majority Vote*: A vote of more than half of the legislative body considering a measure. The full Assembly requires a majority vote of 41 and the full Senate requires 21, based on their memberships of 80 and 40 respectively.
- ◆ *Two-Thirds (2/3)*: A vote of at least 2/3 of the legislative body considering a measure. The full Assembly requires a 2/3 vote of 54 and the full Senate requires 27, based on their memberships of 80 and 40 respectively.

State Budget Process

The Governor’s Budget is the result of a process which begins more than one year before the budget becomes law. When presented to the Legislature by January 10 of each year, the Governor’s Budget incorporates revenue and expenditure estimates based upon the most current information available through late December. In the event that the Governor wants to change the budget presented to the Legislature, including adjustments resulting from changes in population, caseload or enrollment estimates, the Department of Finance proposes adjustments to the Legislature during budget hearings through Finance Letters.

In mid-May, the Department of Finance submits revised expenditure and revenue estimates for both the current and budget years to the Legislature. This update document is referred to as the May Revision. The Department of Finance also prepares monthly economic and cash revenue updates throughout the fiscal year.

Listed below are the key documents used in the budget process.



| TITLE | PURPOSE | PREPARED/ISSUED BY | WHEN |
|--|--|---|----------------------|
| Budget Letters and Management Memos | Convey Administration guidelines for budget preparation to agencies and departments | Governor/ Department of Finance | January- December |
| Budget Change Proposals | Document which proposals to maintain or to change the existing level of service | Agencies and Departments submit to Department of Finance for analysis | July-September |
| Fiscal Outlook | Update of General Fund revenues and expenditures for current year and forecast for subsequent five years | Legislative Analyst | mid-November |
| Governor’s Budget | Governor’s proposed budget for the upcoming fiscal year | Governor/ Department of Finance | January 10 |
| Governor’s Budget Summary | A summary of the Governor’s Budget | Governor/ Department of Finance | January 10 |
| Budget Bill | Requests spending authorization to carry out Governor’s expenditure plan (Legislative budget decision document) | Department of Finance/ Legislature | by June 15 |
| Budget Trailer Bills | Enact policy changes required to implement budget. | Department of Finance/ Legislature | Most by June 15 |
| Budget Analysis/ Perspectives and Issues | Analysis of the budget, including recommendations for changes to the Governor’s Budget | Legislative Analyst | January -June |
| May Revision of General Fund Revenues and Expenditures | Update of General Fund revenues, expenditures, and reserve estimates based on the latest economic forecast | Department of Finance | by May 15 |
| Budget Act | The primary annual expenditure authorization as approved by the Governor and Legislature, including a listing of the Governor’s vetoes | Legislature/Governor | by July 1 |
| Final Budget Summary | Update of the individual Budget Act items with changes by the Governor’s vetoes, including summary budget schedules | Department of Finance | mid-July |
| Final Change Book | Update of the changes to the detailed fiscal information in the Governor’s Budgets in accordance with the Budget Act | Department of Finance | late July |

THE STATE BUDGET BILL

The governor must submit the state budget to the Legislature by January 10 for the fiscal year beginning July 1. The chair of each house's budget committee introduces it as a bill.

In order to assist the Legislature with its budget review and legislative oversight, the Legislative Analyst (LAO) analyzes individual aspects of the budget and presents recommendations for legislative action. They also provide an overview of the state's fiscal picture and identify some of the major policy issues confronting the Legislature. The LAO makes their analyses available to legislators and the general public as they finish them. They help set the agenda for the work of the Legislature's fiscal committees in developing a state budget.

Budget hearings take place in subcommittees of the Assembly Committee on Budget and the Senate Committee on Budget and Fiscal Review. The number of committee members, subcommittee composition, and subcommittee jurisdiction can vary from year to year, but the following budget subcommittees held hearings on the 2011-14 budget:

Assembly Committee on Budget

- Subcommittee #1 - Health and Human Services
- Subcommittee #2 - Education Finance
- Subcommittee #3 - Resources and Transportation
- Subcommittee #4 - State Administration
- Subcommittee #5 - Public Safety
- Subcommittee #6 – Budget Process, Oversight, & Program Evaluation

Senate Committee on Budget and Fiscal Review

- Subcommittee #1 - Education
- Subcommittee #2 - Resources, Environmental Protection, Energy & Transportation
- Subcommittee #3 - Health & Human Services
- Subcommittee #4 - State Admin & General Government
- Subcommittee #5 - Corrections, Public Safety & the Judiciary

Budget subcommittees hold hearings on items in the Governor's budget during the spring, then again after the May Revision. The subcommittees and their staffs examine each line item within their subject areas of the budget. They take testimony from the state agencies and departments affected and a wide variety of interest groups and individuals, including local government representatives and officials.

Representatives of the Department of Finance and the Legislative Analyst's Office are always present to give expert advice. Budget bill appropriations and language are added, deleted, or amended during this process.

Each budget subcommittee sends its report to the full budget committees when they're finished, around the beginning of June. The full committee can make additional changes and may take additional testimony before they vote.

The two committees each send their amended versions of the budget bill to the Assembly and Senate Floors, respectively. Each house must approve its version by a two-thirds vote (54 Assembly Members; 27 Senators).

Because the Assembly and Senate have presumably amended the budget bill differently to this point, they establish a conference committee to forge a single version. Three majority party members and two minority party member from each house compose the conference committee. The chairs of the two budget committees are always conference committee members, and chairmanship of the conference committee alternates each year between the two houses.

The chair has considerable discretion in determining the conference committee process. For instance, the conference committee can be "open" or "closed." In other words, the committee can examine and potentially change any line-item in the budget bill (open) or examine only those items where Assembly and Senate versions of the bill are in disagreement (closed), though the latter is more common.

After the conference committee approves a single version of the budget bill, they send it back to each house for approval by a two-thirds majority. The budget bill is often accompanied by a series of other bills that make the statutory changes required to make it work. These are called "trailer bills."

Pursuant to the State Constitution, the Legislature must pass the budget before midnight, June 15, so the governor can receive and sign (or veto) the budget bill by July 1, the beginning of the new fiscal year. The Legislature may not send the governor any other appropriation bill until they enact the budget bill, except for emergency appropriations requested by the governor.

Before the governor signs the budget bill, he may reduce or eliminate appropriations contained in it. This portion of the process is known as the "line-item veto" or "blue penciling." Line-item vetoes can be overridden by a two-thirds vote of both houses.

Once the governor signs the budget bill into law it becomes known as the Budget Act.

State Agencies Frequently Contacted by County Supervisors

The following is an alphabetical listing of state agencies that county supervisors and their staff may need to contact for information and assistance, including a description of each agency and contact information.

Administrative Law, Office of (OAL) - Reviews regulations proposed by state regulatory agencies to ensure they are valid and consistent with legislative intent. Enforces the Administrative Procedure Act (APA) and publishes the California Code of Regulations. **(916) 323-6225; www.oal.ca.gov.**

Administrative Office of the Courts (AOC) - Assists the Judicial Council in carrying out council policy and recommendations. Collects, compiles, and analyzes judicial statistics and seeks to improve court administration throughout the state. Acts as the reviewing agency for county trial court budgets. (See discussion of courts in another section of this document.) **(415) 865-4200; www.courtinfo.ca.gov/courtadmin/aoc.**

Ageing, California Department of - Serves as both the principal unifying force for services to seniors and as the focal point for the federal, state, and local agencies that serve the elderly in California. Works with 33 area agencies on aging, 18 of which are counties. **(916) 419-7500; www.ageing.ca.gov.**

Air Resources Board (ARB) - Protects air quality by establishing ambient air quality standards for specific pollutants, administering air pollution research studies, evaluating standards adopted by the U.S. Environmental Protection Agency, and developing and implementing plans to attain and maintain these standards. Approves or rejects local air quality plans. **(916) 322-2990; www.arb.ca.gov.**



Alcohol and Drug Programs, Department of (DADP) - Works to reduce alcohol and other drug-related problems and promotes healthy and safe communities. Establishes partnerships with county health departments and mental health offices and cooperates with private and public agencies, organizations, groups, and individuals. Provides administrative oversight to the Substance Abuse Crime Prevention Act (Prop. 36). **(916) 445-0834; www.adp.ca.gov.**

Alcoholic Beverage Control, Department of (ABC) - Administers the provisions of the Alcoholic Beverage Control Act in cooperation with local communities. **(916) 419-2500; www.abc.ca.gov.**

Arts Council, California - Helps independent local groups develop their own arts programs; encourages artistic awareness, participation, and expression; promotes the employment of artists and those skilled in crafts in both public and private sector; and provides for the exhibition of art works in public buildings. Provides matching grants that leverage local private and public dollars to support community art programs. Establishes partnerships with county and city art agencies, state agencies, redevelopment agencies, and economic development organizations to use art as a catalyst for community development. **(916) 322-6555; www.cac.ca.gov.**



Bureau of State Audits (BSA) - Promotes the efficient and effective management of public funds and programs by providing to citizens and government independent, objective, accurate, and timely evaluations of state and local governments' activities. **(916) 445-0255; (800) 952-5665 (hotline); www.bsa.ca.gov/bsa.**

Boating and Waterways, Division of (DBW) - As a division of the State Parks Department, DBW develops and improves boating facilities and promotes safety in the operation of vessels on state waters. Conducts a beach erosion control program in cooperation with the federal government and local agencies. **(888) 326-2822; www.dbw.ca.gov.**

Building Standards Commission, California (BSC) - Responsible for administering California's building codes, including adopting, approving, publishing, and implementing codes and standards. **(916) 263-0916; www.bsc.ca.gov.**

Business, Consumer Services and Housing Agency - Oversees departments, boards and commissions whose job is to license and regulate professionals and businesses; to preserve, expand and fund safe and affordable housing opportunities; to investigate and research earthquake related issues; and to protect the civil rights of all Californians from acts of hate violence and unlawful discrimination in employment, housing and public accommodations. **(916) 653-4090; www.bcsh.ca.gov**

Business and Economic Development, Governor's Office of (GO Biz) – Coordinates and promotes business development and encourages private-sector investment and job growth, including permit streamlining and small business assistance. Awards the California Competes Tax Credit. **(916) 322-0694; www.business.ca.gov.**

Child Support Services, California Department of (DCSS) - Created in 1999 by AB 196 for the purposes of overseeing the California child support program. The Legislature moved the responsibility out of the local district attorney's offices and into a statewide department with offices in each county. The department is working with the Franchise Tax Board to create an automation system to serve all the child support customers of the state. **(916) 464-5000; www.childsup.ca.gov.**

Coastal Commission, California (CCC) - Manages and protects California's coastal resources by certifying local coastal programs (LCPs) to bring local general plans and ordinances into conformity with the California Coastal Act. Monitors, enforces, and acts on appeals of local regulatory decisions and provides technical assistance to local governments in the implementation of their LCPs. **(415) 904-5200; www.coastal.ca.gov.**



Community Services and Development, Department of (DCSD) - Formerly known as the Department of Economic Opportunity, it administers programs to assist low-income residents and communities in the following areas: low-income home energy assistance program (LIHEAP), the federal community services block grant (CSBG) program, and the U.S. Department of Energy weatherization program. Verifies the eligibility of applicants for the low income ratepayer program and coordinates governmental and other social services programs through CSBG. **(916) 341-4300; www.csd.ca.gov.**

Conservation, Department of - Promotes development of state's land, energy, and mineral resources. It provides policy direction, education, regulation, and dissemination of information concerning agricultural and open space lands and soils; beverage container recycling; geology and seismology; and mineral, geothermal, and petroleum resources. The department maintains extensive data bases that governmental agencies use for land use decisions regarding the development of mineral resources, reclamation of mined lands, mine regulation, and geologic hazards. Manages the Williamson Act subvention program to counties, provides current land use information, and works with resource conservation districts and other agencies to implement the state soil



conservation plan. (916) 322-1080;
www.consrv.ca.gov.

Conservation Corps, California (CCC) - Assists federal, state, and local agencies and non-profit entities in conserving and improving California's natural resources while providing employment, training, and educational opportunities for young men and women 18-25. Provides services to and with local governments including erosion control, resource conservation, and park maintenance. (916) 341-3100; www.ccc.ca.gov.

Consumer Affairs, Department of (DCA) - Provides administrative and executive services for boards and commissions regulating licensed professionals. Provides alternative complaint resolution techniques. (916) 574-8200;
www.dca.ca.gov.

Controller's Office, State (SCO) - As the state's chief fiscal officer, the State Controller is responsible for providing sound fiscal control over both the state's receipts and disbursements of public funds. Performs accounting, audits, and reporting on the financial operations and conditions of state and local agencies, and personnel and payroll services. Serves on fiscal boards and commissions. (916) 445-3028;
www.sco.ca.gov.



Cooperative Personnel Services - Committed to improving human resources in the public sector as a self-supporting public agency offering a full range of human resource products and services. Contracts with local governments to perform their personnel functions and also works with "merit counties" where it handles the personnel services for the Social Services Department. (800) 822-4277; www.cps.ca.gov.

Corrections Standards Authority (CSA) - Establishes standards for the construction and operation of local jails and juvenile detention facilities and inspects them regularly. Establishes standards for employment and training of local corrections and probation personnel, and funds their training. Administers the County Correctional Facility Capital

Expenditure Fund. Administers numerous crime prevention, intervention, and reduction programs, including the Juvenile Justice Crime Prevention Act. (916) 445-5073;
www.cdcr.ca.gov/Divisions_Boards/CSA.

Corrections and Rehabilitation, Department of (CDC) - Responsible for the control, care, and treatment of adult felons, non-felon narcotic addicts and juvenile justice division. Supervises and treats parolees released to the community. Contracts with public agencies and private profit and nonprofit corporations to provide local community correctional centers and facilities. Works with local governments and communities in the siting and expansion of prisons, new camps, and modular additions. Operates prisons and juvenile facilities. (916) 445-7682;
www.cdcr.ca.gov.



Debt and Investment Advisory Commission, California (CDIAC) - Provides information, education and technical assistance on public debt, investments, and economic development financing tools to local public agencies and other public finance professionals. The Commission consists of nine members and is chaired by the State Treasurer. (916) 653-3269;
www.treasurer.ca.gov/cdiac.

Delta Protection Commission - The Commission's regional plan covers the heart of the Delta, addressing agriculture, wildlife habitat and recreation topics. The jurisdiction of the Commission includes portions of five counties: Contra Costa, Sacramento, Solano, San Joaquin, and Yolo. Local general plans must be consistent with the Delta Protection Plan. (916) 776-2290; www.delta.ca.gov.

Delta Stewardship Council - Works to achieve the "coequal goals" of providing a more reliable water supply for California and protecting, restoring, and enhancing the Delta ecosystem. www.deltacouncil.ca.gov

Developmental Services, Department of (DDS) - Through regional centers and state

developmental centers, serves persons with developmental disabilities and works with county mental health departments and the judicial system. These disabilities include mental retardation, cerebral palsy, epilepsy, autism, and related conditions. **(916) 654-1690; www.dds.ca.gov.**

Education, California Department of (CDE) - Oversees the state's public school system; responsible for the education of more than 7 million children and young adults in over 9,000 schools. **Superintendent of Public Instruction and Director of Education; (916) 319-0800; www.cde.ca.gov.**

Education, Secretary of - Advises the Governor on education policy and works with other state agencies that provide children's services. The Secretary also administers the Governor's Volunteer Mentor program and oversees the California Commission on Improving Life Through Service (CCILTS) to assist community-based organizations in providing federally funded services. **(916) 323-0611; www.ose.ca.gov.**

Education, State Board of (SBE) - Sets K-12 education policy in the areas of standards, instructional materials, assessment, and accountability. Adopts textbooks for grades K-8; adopts regulations to implement legislation. The SBE has 11 members appointed by the Governor; it is the governing and policy-making body of the California Department of Education. See "Education, California Department of (CDE)." **(916) 319-0827; www.cde.ca.gov/be.**

Emergency Medical Services Authority (EMSA) - Assesses statewide emergency medical services needs; provides technical assistance to public agencies; reviews and approves local EMS agency plans; establishes minimum standards for the education, training, and certification of emergency medical care personnel; and establishes minimum standards for designating and monitoring poison control centers. Coordinates the state's medical response to any disaster. **(916) 322-4336; www.emsa.ca.gov.**

Emergency Services, Office of (Cal OES) - Coordinates emergency activities to save lives and reduce property losses during disasters and expedites recovery after disasters. Acts as the state's conduit for federal disaster assistance through natural disaster grants and federal agency support. Helps local agencies plan and prepare for emergencies by developing emergency preparedness plans. **(916) 845-8510; www.oes.ca.gov.**



Employment Development Department (EDD) - Acts as a broker between employers and job seekers; pays benefits to eligible unemployed or disabled persons; collects payroll taxes; helps disadvantaged persons become self-sufficient; and gathers and shares information on California's labor markets. Develops partnerships with interested counties to provide job training and other related services. **(916) 653-0707; www.edd.ca.gov.**

Energy Commission, California - Prepares long-range forecasts of future energy supply and demand; maintains information on the statewide electrical generation and fossil fuel supply and demand situation; assesses the need for and certifies new energy facilities; and develops a state energy policy and disseminates information to the public through its biennial report. Implements statewide conservation programs that create employment opportunities and stimulates investment within the state by reducing the need for imported fuel supplies. Processes applications for siting new power facilities. **(916) 654-4996; www.energy.ca.gov.**



Environmental Health Hazard Assessment, Office of (OEHHA) - Provides medical, scientific, and public health expertise and information in assessing the human risks from chemicals in the environment. Evaluates the risks associated with exposures to chemicals from municipal waste incinerators and hazardous waste

incinerators. Recommends maximum contaminant levels for chemicals in drinking water and air pollutant standards. Acts as the risk assessor for various programs under Cal/EPA and other state and local agencies. Jointly responsible for pesticide worker health and safety regulations with the Department of Pesticide Regulation. **(916) 324-7572;** www.oehha.ca.gov.

Environmental Protection Agency, California (CalEPA) - Manages the state's environmental programs and promulgates regulations implementing CEQA laws. Provides policy direction and programming in the area of air quality, waste management, pesticide regulation, toxic substance control, water quality, and environmental health hazard assessment. **(916) 323-2514;** www.calepa.ca.gov.

Equalization, Board of (BOE) - Collects sales and use tax, including local transactions (sales) and use taxes; assesses property owned by utilities and railroads, and allocates the value among counties. The board also periodically reviews local assessor's offices for efficiency and compliance with laws, regulations, and guidelines. The board consists of four elected board members, with the State Controller serving as an ex officio board member. **(916) 445-6464;** www.boe.ca.gov.

Fair Employment and Housing, Department of - Promotes and enforces the rights of Californians to be free from discrimination in employment, housing, and public accommodations, and from hate violence. Emphasizes negotiation to speed the resolution of complaints. **(916) 478-7251;** www.dfeh.ca.gov.

Fair Political Practices Commission (FPPC) - Administers and interprets the Political Reform Act. Works with local officials to administer FPPC regulations. **(916) 322-5660;** www.fppc.ca.gov.

Finance, Department of (DOF) - Prepares, presents, and supports the state's annual budget. Serves as the governor's chief fiscal

policy advisor; assures responsible and responsive state resource allocation; fosters efficient state structures; processes programs and performance; and establishes integrity in state fiscal data bases and systems. **(916) 445-3878;** www.dof.ca.gov.

Fish and Wildlife, Department of (CDFW) - Administers programs and enforces fish and wildlife laws, including hunting and fishing practices. Manages ecological reserves, wildlife management areas, habitat conservation areas, and interior and coastal wetlands. Serves as the primary agency in the review of environmental impact reports under CEQA. **(916) 653-6420;** www.wildlife.ca.gov.



Food and Agriculture, California Department of (CDFA) - Provides policy leadership on food and agriculture issues; battles harmful plant and animal pests and diseases; develops and enforces weights and measures standards; and develops policy and provides assistance in marketing and exporting; supports district, county and citrus fairs. The County Agricultural Commission is an extension of CDFA. **(916) 654-0466;** www.cdfa.ca.gov.

Forestry and Fire Protection, California Department of (CalFire) - Protects the state's wildlands and forests, reviews and regulates timber harvesting plans, operates eight demonstration state forests, and provides fire protection in "state responsibility areas." Provides fire protection services by contract to counties. Includes the office of the State Fire Marshal, responsible for fire prevention engineering, enforcement, and education by regulating buildings such as state-owned/occupied structures, all educational and institutional facilities, public assembly areas, and organized camps; assists state and local fire authorities in the enforcement of laws and ordinances; and educates and trains people in



fire protection and suppression. **(916) 653-5121; www.fire.ca.gov.**

Franchise Tax Board (FTB) - Administers personal income tax and bank and corporate tax laws. Board consists of State Controller, Chair of State Board of Equalization, and Director of Department of Finance. **(800) 852-5711; www.ftb.ca.gov.**

General Services, Department of (DGS) - Provides support services to operating state departments, including management and oversight activities. Supports activities which include replacing fleet vehicles, making payments to telephone companies for the “911” emergency telephone program, and providing telecommunication engineering services to client agencies. Management activities include acquiring and operating all state buildings. **(916) 376-5000; www.dgs.ca.gov.**

Government Operations Agency -

Health and Human Services Agency (HHSA) - Responsible for administering the state’s healthcare, social services, public assistance and rehabilitation programs and advises the governor on major policy and program matters. Oversees 12 departments and boards. **(916) 654-3454; www.chhs.ca.gov.**

Health Planning and Development, Office of Statewide (OSHPD) - Develops state health plans; administers demonstration projects; operates health professions development programs; reviews plans and inspects health facilities construction projects; and collects health cost and utilization data from health facilities. Local officials use this data in formulating and evaluating health system policies and in managing governmental health delivery programs. **(916) 326-3600; www.oshpd.ca.gov.**

Health Care Services, Department of (DHS) –



Mission is to provide access to affordable, high-quality health care, including medical, dental, mental health, substance use

disorder services, and long-term services and supports. DHCS works closely with federal officials, health care professionals, legislators, county governments, and health plans to provide an accessible health care safety net for individuals in need. Serves as the oversight agency for county health programs, administers Medi-Cal, and administers county medical services programs in small counties. **(916) 440-7400; www.dhcs.ca.gov.**

Highway Patrol, California Department of (CHP) - Enforces traffic safety on state and federal highways. Provides traffic enforcement in unincorporated areas. **(916) 657-7152; www.chp.ca.gov.**

Housing and Community Development, Department of (HCD) - Promotes housing opportunities and affordability. Reviews the housing elements in local general plans. Administers housing finance, economic development, and rehabilitation programs,



especially for low-income and other disadvantaged groups; analyzes and implements building codes; and enforces construction standards for manufactured homes. **(916) 445-4775; www.hcd.ca.gov.**

Housing Finance Agency, California (CalHFA) - Finances below-market rate loans to create safe, decent, and affordable rental housing and assists first-time buyers in achieving the dream of homeownership. **(916) 324-4638; www.calhfa.ca.gov.**

Industrial Relations, Department of (DIR) - Protects workers, improves working conditions, and advances opportunities for profitable employment through three major programs: adjudication of workers compensation disputes; prevention of industrial injuries and deaths; and enforcement of laws relating to wages, hours, and working conditions. **(415) 703-5050; www.dir.ca.gov.**

Judicial Council of California - Serves as the policymaking body for the California Court System. Under the leadership of the Chief

Justice, the 27-member Council provides guidelines to the courts, makes recommendations annually to the governor and Legislature, and adopts and revises California Rules of Court in the areas of court administration, practice, and procedure. Staffed by the Administrative Office of the Courts. **(415) 865-4200; www.courtinfo.ca.gov/jc.**

Justice, Department of (DOJ) - Headed by the Attorney General, the state's chief law officer, who is responsible for uniformly and adequately enforcing state laws. Provides narcotic enforcement, criminal identification, missing children hotline, consumer fraud, antitrust, and investigations. If the local district attorney has a conflict, the attorney general will prosecute a case. **Attorney General; (916) 445-9555; www.caag.state.ca.us.**



Labor and Workforce Development Agency, California (LWDA) - Oversees the following major departments, boards, and panels that serve businesses and workers: Agricultural Labor Relations Board (ALRB), California Unemployment Insurance Appeals Board (CUIAB), California Workforce Investment Board (CalWIB), Department of Industrial Relations (DIR), Employment Development Department (EDD), Employment Training Panel (ETP), and California Economic Strategy Panel. **(916) 327-9064; www.labor.ca.gov.**

Law Revision Commission, California (LRC) - Has responsibility for the continuing substantive review of California statutory and decisional law. The Commission studies the law in order to discover defects and anachronisms and recommends legislation to make needed reforms. **(650) 494-1335; www.clrc.ca.gov.**

Lands Commission, State (SLC) - Manages 4 million acres of state-owned lands including tide and submerged lands, swamp and overflow lands, the beds of navigable waterways, and vacant state school lands. Authorizes the use of public lands subject to rules and regulations and

fair compensation. **(916) 574-1900; www.slc.ca.gov.**

Library, California State - Provides library services to the Legislature and state departments, to members of the public, and to local public libraries. Develops automation systems to improve resource sharing and access to information and outreach programs such as the California Literacy Campaign. Distributes money from the federal Library Services Construction Act as well as state library funds. **(916) 654-0174; www.library.ca.gov.**

Mandates, Commission on State (CSM) - Governs the administrative process for determining if a statute or regulation is a reimbursable state mandate. Reviews all claims, assesses the county's maintenance of effort for Proposition 172, and can determine if a county is distressed for purposes of suspension of general assistance grants. **(916) 323-3562; www.csm.ca.gov.**

Motor Vehicles, Department of (DMV) - Licenses drivers, vehicles, and vessels to promote safety and financial responsibility and long lines. **(916) 657-6940; www.dmv.ca.gov.**

Occupational Safety and Health, Division of (Cal-OSHA) - Administers occupational safety and health programs that cover virtually all workers, including public government employees. Enforces all laws, standards, and orders concerning worksite safety and health. Counties, like all employers, must comply with these laws and standards. **(415) 703-5100; www.dir.ca.gov/dosh.**

Parks and Recreation, Department of (DPR) - Acquires, develops, preserves, interprets, and manages the natural, cultural, and recreational resources in the state park system, vehicle recreation areas, and state trails. Administers state and federal grants to cities, counties, and special districts that help provide parks and open space areas throughout the state. **(916) 653-8380; www.parks.ca.gov.**



Personnel Administration, Department of (DPA) - Administers the state's civil service program and represents the governor in state employer-employee relations. Administers the personnel classification plan, develops the compensation plan, including terms and conditions of employment, and develops and implements the training plan for the state's management team and other employees not represented in the collective bargaining process. **(916) 324-0455; www.dpa.ca.gov.**

Personnel Board, State - Manages the state's civil service system; oversees the merit employment system; develops examining techniques to select and rank qualified applicants; resolves appeals on medical issues, discrimination complaints, and adverse actions. **(916) 653-1028; www.spb.ca.gov.**

Planning and Research, Governor's Office of (OPR) - Assists the governor in planning, research, and acts as his liaison with local government, education, and community interests. Coordinates state planning efforts, CEQA assistance, and environmental and federal project review procedures. Protects counties against land use litigation by issuing general plan extensions. **(916) 653-1705; www.opr.ca.gov.**



Public Defender, State - Along with court appointed legal counsel, represents defendants in appellate cases; petitions for clemency; petitions for an action for relief relating to a final judgment of conviction or wardship; proceedings in which a state prison inmate is charged with an offense where the county public defender has declined to represent the inmate; and other proceedings. **(415) 904-5600; www.ospd.ca.gov.**

Public Employees' Retirement System (CalPERS) - Administers retirement and health benefits to public employees, including retirement, disability, and death benefits; and administers Social Security coverage for state employees. Develops, negotiates, and

administers contracts with a number of health maintenance organizations, group hospital, and medical insurance plans. **(916) 795-3829; www.calpers.ca.gov.**

Public Employment Relations Board (PERB) - Improves personnel management and employer-employee relations to prevent and remedy unlawful conduct and conducts elections for public employee union representation. The 20 counties with a 1937 Act retirement system (County Employees Retirement Act of 1937) can ask PERB for arbitration assistance in labor negotiations. **(916) 322-3198; www.perb.ca.gov.**

Public Health, Department of - CDHP is dedicated to optimizing the health and well-being of the people in California.



It produces data to inform and evaluate public health status, strategies and programs; monitors health status to

identify community health problems including health disparities; detects and investigates health problems and health hazards; and enforces laws and regulations that protect health and ensure safety. **(916) 558-1784; www.cdph.ca.gov.**

Public Utilities Commission (PUC) - Controls rates and charges of public utility companies (e.g., gas and electricity) and certain transportation entities, to provide stable, efficient service at lowest reasonable rate. Assesses utility property under specified circumstances. **(415) 703-2782; www.cpuc.ca.gov.**



Real Estate, Department of (DRE) - Licenses and regulates the real estate industry; reviews sales of subdivided property; investigates complaints; and educates the public and real estate professionals about the laws and regulations on real estate transactions. **(916) 227-0782; www.dre.ca.gov.**

Rehabilitation, Department of - Assists people with disabilities to reach social and economic independence by delivering basic vocational rehabilitation services through district and

branch offices; establishes cooperative agreements between the department and other public agencies to assure specialized services to target groups; and works with government and private nonprofit organizations to develop rehabilitation services for handicapped people. **(916) 324-1313; www.dor.ca.gov.**

Resources Agency - Administers the state's natural resources program; assists the governor in formulating programs and policies for the acquisition, development, and use of the state's resources; and oversees the operation of 33 departments, commissions, offices, and conservancies. **(916) 653-5656; www.resources.ca.gov.**

Resources Recycling and Recovery, Department (CalRecycle) – Cal Recycle brings together the state's recycling and waste management programs and continues a tradition of environmental stewardship. Through landmark initiatives like the Integrated Waste Management Act and Beverage Container Recycling and Litter Reduction Act, California works toward a society that uses less, recycles more, and takes resource conservation to higher and higher levels. CalRecycle's vision is to inspire and challenge Californians to achieve the highest waste reduction, recycling and reuse goals in the nation. 1-800-Recycle (732-9253). **www.calrecycle.ca.gov.**



San Francisco Bay Conservation and Development Commission (BCDC) - Maintains the Bay Plan; guides the conservation of the San Francisco Bay and the development of its shoreline; regulates filling or dredging in the bay; regulates the use of salt ponds and managed wetlands; and implements the federally approved coastal management program for the bay. **(415) 352-3600; www.bcdc.ca.gov.**

Secretary of State - Serves as the state's chief elections officer. Responsible for implementing electronic filing



and Internet disclosure of campaign and lobbyist financial information, chartering corporations, commissioning notaries public, and overseeing the State Archives. **(916) 653-6814; www.sos.ca.gov.**

California Seismic Safety Commission (CSSC) - Advises the governor, Legislature, and state and local governments on ways to reduce earthquake risk and speed recovery. **Executive Director; (916) 263-5506; www.seismic.ca.gov.**

Social Services, Department of (DSS) - Administers welfare program operations, social services, community care licensing, disability evaluation, and childcare. Responsible for TANF, SSI/SSP, food stamps, refugee programs, Child Welfare Services (CWS), In-Home Supportive Services (IHSS), child abuse prevention, adoptions, Community Care Licensing (CCL), and disability evaluation. Works with counties, which are administrative arms of the department to implement these programs. **(916) 651-8848; www.dss.cahwnet.gov.**

Status of Women, Commission on the - Promotes equality and justice for all women and girls by advocating on their behalf with the governor, the Legislature and other public policymakers, and by educating the public in the areas of economic equity including educational equity, access to health care including reproductive choice, violence against women and other key issue areas identified by the Commission as significantly affecting women and girls. **(916) 445-3173; www.women.ca.gov.**

Teachers' Retirement System, State - CalSTRS' primary responsibility is to provide retirement-related benefits and services to teachers in public schools from kindergarten through community college. **(916) 229-3870; www.calstrs.com.**

Toxic Substances Control, Department of (DTSC) - Regulates hazardous waste management permits and surveillance; oversees or performs cleanup activities at contaminated sites; encourages pollution prevention and the development of environmental protection technologies; and

provides regulatory assistance and public education. Provides 24-hour off-highway spill-response capability and hazardous materials training and equipment to local governments. **(916) 324-1826; www.dtsc.ca.gov.**

Transportation Agency, State (CalSTA) - Consists of departments, boards and offices with a focus on the safety and mobility of California's traveling public, including Caltrans, DMV, CHP, and others. **(916) 323-5400 www.calsta.ca.gov**

Transportation, Department of (Caltrans) - Operates four primary programs: aeronautics, highway transportation, mass transportation, and transportation planning. Maintains 15,200 miles of highways and provides technical assistance and development loans to more than 100 of California's public general aviation airports and oversees the implementation of the federal Transportation Equity Act for the 21st Century (TEA-21). TEA-21 requires those counties that are the federally designated Metropolitan Planning Organizations to make air quality considerations a basic part of transportation decisions and planning. TEA-21 also provides for flexible funding and encourages the creation of partnerships between cities, counties, transit operators, the state, and air quality agencies. **(916) 654-2852; www.dot.ca.gov.**



Transportation Commission, California (CTC) - Adopts the State Transportation Improvement Plan (STIP) including an estimate of state and federal funds expected to be available over a four-year period for transportation projects; allocates state funds for capital improvements to specific highway, toll bridge, public mass transportation, and aeronautics projects. Recommends funding priorities to the Legislature and reviews funding for all local and regional transportation plans. **(916) 654-4245; www.catc.ca.gov.**

Treasurer, State - Exercises broad responsibilities and authority in the areas of

investment and finance. In addition to being the state's lead asset manager, banker and financier, the Treasurer serves as chairperson or a member of numerous state authorities, boards and commissions. Elected statewide for a four-year term. **(916) 653-2894; www.treasurer.ca.gov.**



Veteran Affairs, Department of (DVA) - Provides services to California veterans and their dependents, and to eligible members of the California National Guard. Provides low-interest home and farm loans (CalVet) using proceeds from bond sales; assists eligible veterans and their dependents in obtaining federal and state benefits by providing claim representation, county subventions, and direct educational assistance to qualifying dependents; and operates the California Veteran's Homes in Yountville and Barstow, which provide veterans with medical care, rehabilitation services, and residential services. Works closely with County Veterans Service Offices to ensure that eligible veterans and dependents receive their benefits. **(916) 653-2158; www.cdva.ca.gov.**

Water Resources, Department of (DWR) - Protects and manages California's water resources by supplying water for personal use, irrigation, industry, recreation, power generation, and fish and wildlife; by flood management and providing for the safety of dams; and by educating the public about the importance of water and its proper use. Supports local flood control projects through a partnership with the federal government. **(916) 653-5791; www.dwr.water.ca.gov.**



Water Resources Control Board, State (SWRCB) - Preserves and enhances the quality of California's water resources and assures their proper allocation and effective use through two programs: water quality and water rights. The nine Regional Water Quality Boards develop

“basin plans” for their hydrologic areas, issue waste discharge requirements, take enforcement action against discharge violators, and monitor water quality. **(916) 341-5254; www.waterboards.ca.gov.**

Wildlife Conservation Board (WCB) - Acquires, protects, and restores wetlands, riparian habitat and wildlife natural resources. Develops fishing piers and fishing access sites throughout the state. **(916) 445-8448; www.wcb.ca.gov.**

For more information on these state offices or others not listed in this section, contact the CSAC offices at (916) 327-7500 (www.csac.counties.org).



On the Web: A complete listing with links for all California State Agencies, Boards and Commissions can be found at:
www.ca.gov/CaSearch/Agencies.aspx

