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PAVEMENT STABILITY ANALYSIS

PURPOSE: To determine the extent of street & road resurfacing or reconstruction required by Pavement Stability Analysis, using deflection measurements.

ELIGIBILITY: Available to cities and counties upon request subject to availability of State personnel and to the unavailability of consultant services of this type.
Total cost is borne by city or county.

CITATION OF AUTHORITY: Streets and Highways Code 131.

CONTACT: District Highway Engineer
Attention District Materials Engineer

or

J. A. Legarra, State Highway Engineer
Attention G. B. Sherman
5900 Folsom Boulevard
Sacramento, California
Phone Number: 452-5481

WRITTEN MATERIAL: Test Method No. Calif. 356-A.

ADMINISTER-
ING AGENCY: Business and Transportation Agency
Department of Public Works
Division of Highways

TRAFFIC NETWORK ANALYSIS

PURPOSE: To cooperatively develop future year traffic estimates on State and local highways and streets primarily in subregions of the urban areas where regional comprehensive transportation planning is under way, through provision of procedures and computer facilities of the Division of Highways.

ELIGIBILITY: Counties, cities and transit districts upon entering into a cooperative agreement and furnishing input data suitable for Division of Highways traffic estimating procedures.

CITATION OF AUTHORITY: By Administrative Order and to implement Section 134 Chapter 1 of Title 23 USC and Section 820 of the Streets and Highways Code.

FOR INFORMATION CONTACT: District Engineers of the Division of Highways, or J. A. Legarra, State Highway Engineer
Attention G. W. Fairman
1120 N Street or P.O. Box 1499
Sacramento, California 95807
Phone Number 445-6705

WRITTEN MATERIAL AVAILABLE: Division of Highways Circular Letters 63-136, 63-319, 64-79, and 65-303, which includes a sample agreement
Write (or call) Contact

ADMINISTER-
ING AGENCY: Business and Transportation Agency
Department of Public Works
Division of Highways
Urban Planning Department.

NOISE LEVEL STUDIES

PURPOSE: To measure, by use of electronic sound testing instruments, the level and type of audible highway sounds heard in schools, near newly constructed highway facilities and to make recommendations for noise attenuation if it is necessary.

ELIGIBILITY: Available to cities and counties upon request subject to availability of personnel and equipment.
Costs have been borne by the State (Highway District or Division of Architecture).

CITATION OF AUTHORITY: Streets and Highways Code Section 92.

CONTACT: District Highway Engineer
Attention District Materials Engineer

or

J. A. Legarra, State Highway Engineer
Attention W. H. Ames
5900 Folsom Boulevard
Sacramento, California
Phone Number: 452-5481

WRITTEN MATERIAL: None.

ADMINISTER-
ING AGENCY: Business and Transportation Agency
Department of Public Works
Division of Highways

APPROVED DEVICES HANDBOOK

PURPOSE: Approved Devices Handbook for use by interested persons in determining the devices approved for sale and use upon vehicles operated on the highways of this State.

ELIGIBILITY: Free to all governmental agencies who work closely with the Department and require the publication for that purpose or to provide a specific service to the public.

CITATION OF AUTHORITY: California Vehicle Code Section 26114.

FOR INFORMATION CONTACT: Mrs. G. S. Chandler, Commander
Office Services Section
California Highway Patrol
P. O. Box 898
Sacramento, California 95804

Telephone: 445-1325

WRITTEN MATERIAL AVAILABLE: Approved Devices Handbook.

ADMINISTER-
ING AGENCY: California Highway Patrol

EMERGENCIES INVOLVING HAZARDOUS MATERIALS
TRANSPORTATION

PURPOSE: Distribution of a pamphlet which contains guides on the safe handling of emergencies which involve transportation of hazardous materials.

ELIGIBILITY: City and county governments.

CITATION OF AUTHORITY: Administrative Order.

FOR INFORMATION CONTACT: A. I. Winston, Commander
Motor Carrier Safety Section
California Highway Patrol
P. O. Box 898
Sacramento, California 95804

Telephone: 445-6345

WRITTEN MATERIAL AVAILABLE: Pamphlet entitled, "Emergencies Involving Hazardous Materials Transportation."

ADMINISTER-
ING AGENCY: California Highway Patrol

CHP TRAINING MANUALS

PURPOSE: Selected training guides used by the California Highway Patrol Academy such as "Accident Investigation", "Rules of Evidence", and "Techniques of Traffic Control."

ELIGIBILITY: Governmental agencies when necessary to the performance of duties or the training of personnel. The California Highway Patrol charges one dollar (\$1) plus sales tax for each guide with the reservation that complimentary copies may be provided subject to Departmental discretion.

CITATION OF AUTHORITY: Administrative Order.

FOR INFORMATION CONTACT: Mrs. G. S. Chandler, Commander
Office Services Section
California Highway Patrol
P. O. Box 898
Sacramento, California 95804

Telephone: 445-1325

WRITTEN MATERIAL AVAILABLE: Write or call contact.

ADMINISTERING AGENCY: California Highway Patrol

TRAINING - TRAFFIC

PURPOSE: Training in "Traffic Law Enforcement" and related subjects at California Highway Patrol Academy. Includes training techniques in safe operation of emergency vehicles including motorcycles.

ELIGIBILITY: City and county law enforcement officers when California Highway Patrol accommodations are available.

CITATION OF AUTHORITY: Departmental policy.

FOR INFORMATION CONTACT: Inspector O. V. Mendes, Commander
Training Division
California Highway Patrol
P. O. Box 898
Sacramento, California 95804

Telephone: 445-9236

WRITTEN MATERIAL AVAILABLE: Write or call contact.

ADMINISTER-
ING AGENCY: California Highway Patrol

CITY FREEWAY LAW ENFORCEMENT

PURPOSE: To provide uniform traffic supervision throughout the California Freeway System the Commissioner has full responsibility and primary jurisdiction for the administration and enforcement of the traffic laws, and for the investigation of traffic accidents, on all State highways constructed as freeways within incorporated areas of the State.

ELIGIBILITY: Freeways within incorporated cities.

CITATION OF AUTHORITY: California Vehicle Code Section 2400.

FOR INFORMATION CONTACT: H. W. Sullivan, Commissioner
California Highway Patrol
P. O. Box 898
Sacramento, California 95804

Telephone: 445-7473

WRITTEN MATERIAL AVAILABLE: Not applicable.

ADMINISTERING AGENCY: California Highway Patrol

SCHOOL BUS DRIVERS' EXAMINATION

PURPOSE: Examination of school bus drivers.

ELIGIBILITY: All school districts having school buses.

CITATION OF
AUTHORITY: California Vehicle Code Sections 2807 and 2808.

FOR
INFORMATION
CONTACT: Inspector J. D. Lowe, Commander
Safety Services Division
California Highway Patrol
P. O. Box 898
Sacramento, California 95804
Phone Number: (916) 445-3253

WRITTEN
MATERIAL
AVAILABLE: Write (or Call) CONTACT.

ADMINISTER-
ING AGENCY: California Highway Patrol.

VEHICLE ACCIDENT INVESTIGATION

PURPOSE: Investigation of accidents involving local government-owned or operated vehicles of the types identified in Section 34500 of the Vehicle Code.

ELIGIBILITY: Upon request of subject government.

CITATION OF AUTHORITY: Departmental policy.

FOR INFORMATION CONTACT: A. I. Winston, Commander
Motor Carrier Safety Section
California Highway Patrol
P. O. Box 898
Sacramento, California 95804

Telephone: 445-6345

WRITTEN MATERIAL AVAILABLE: None.

ADMINISTERING AGENCY: California Highway Patrol

DRIVER RESEARCH PROJECTS AND
BASIC DESCRIPTIVE INFORMATION

PURPOSE: DMV participates in numerous research projects dealing with driver related subjects. The purpose of such studies may be the improvement of driver safety through physical, mental and attitude testing or the analysis of records of various segments of the driving population. Another key area is the evaluation and development of the department's various driver improvement programs. Results of these studies are intended to provide usable information to all levels of government and safety organizations. The department also releases informational reports dealing with key driver record characteristics (e.g., number of traffic convictions by age of driver), and issues statistical projections of driver and vehicle registration growth.

ELIGIBILITY: Health, welfare, educational, governmental and quasi-governmental agencies may establish eligibility and contract for special services from DMV. These programs may be entirely financed by DMV or the contracting agency may pay all or part of the costs.

CITATION OF AUTHORITY: Contractual arrangements may be made through DMV and the Business and Transportation Agency.

FOR INFORMATION CONTACT: R. S. COPPIN, Chief of Research and Statistics
Division of Administration, Department of Motor Vehicles
P. O. Box 1828
Sacramento, California 95809
Phone Number: 445-2100

WRITTEN MATERIAL AVAILABLE: Various reports available. Write or call FOR INFORMATION CONTACT

ADMINISTERING AGENCY: Department of Motor Vehicles.

VEHICLE CODE SYNOPSIS

PURPOSE: Vehicle Code and Synopsis: DMV shall publish the complete Vehicle Code and synopsis and any other necessary laws. Copies shall be made available, free of charge, to any governmental agency and public secondary school for instructors and libraries. Purpose is to provide knowledge of applicable laws to government agencies for proper administration of the law and to students and instructors for driver training.

ELIGIBILITY: Submit request in writing to DMV by any governmental agency, public secondary school or libraries. Others may purchase copies of entire code at \$1.00 per copy. The synopsis is available in nominal quantities without cost.

CITATION OF AUTHORITY: Vehicle Code, Section 1656

FOR INFORMATION CONTACT: W. C. WILSON, Chief
Division of Administration, Department of Motor Vehicles
P. O. Box 1828
Sacramento, California 95809
Phone Number: 445-6031

WRITTEN MATERIAL AVAILABLE: 1. California Vehicle Code.
2. California Driver Handbook.
3. California Driver Handbook - Commercial Vehicle Supplement.
Write or call FOR INFORMATION CONTACT

ADMINISTERING AGENCY: Department of Motor Vehicles

STATISTICAL REPORTS

PURPOSE: Statistical Reports: DMV is responsible for reporting to the State Controller and State Treasurer the numbers and types of vehicles registered by county and the amounts of money received by the Department from registration activity. Purpose to provide actual amounts necessary to make proportionate distribution of funds as provided by law.

ELIGIBILITY: There are no specific requirements for eligibility to receive this information. Agencies may submit requests to DMV, State Controller or State Treasurer. DMV bears the cost of preparing the reports.

CITATION OF AUTHORITY: Vehicle Code, Section 42270

FOR INFORMATION CONTACT: J. W. MEYER, Fiscal Officer
Division of Administration, Department of Motor Vehicles
P.O. Box 1828
Sacramento, California 95809
Phone Number: (916) 445 3866

WRITTEN MATERIAL AVAILABLE: Reports to State Controller and State Treasurer. Write, or call CONTACT.

ADMINISTERING AGENCY: Department of Motor Vehicles.

TRAFFIC ACCIDENT STATISTICS

PURPOSE: A "Report of Fatal and Injury Motor Vehicle Traffic Accidents" provides information and statistical data about motor vehicle traffic accidents which occur in the State of California. Additionally, the "Statewide Summation" provides information about the previous month's accidents listed by county.

ELIGIBILITY: No eligibility requirements.

**CITATION OF
AUTHORITY:** Section 2408 of the California Vehicle Code.

**FOR
INFORMATION
CONTACT:** Inspector R. F. Griffin, Commander
Operational Planning and Analysis Division
California Highway Patrol
P. O. Box 898
Sacramento, California 95804

Telephone: 445-6181

**WRITTEN
MATERIAL
AVAILABLE:** Write (or Call) CONTACT.

**ADMINISTER-
ING AGENCY:** California Highway Patrol

NOTIFICATION - STORED VEHICLES

PURPOSE: Notification of registered and legal owners of vehicles stored by county sheriffs' offices and municipal police departments when storing agency is unable to so notify. CHP Form 126, Notice of Stored Vehicle, is furnished to all county and municipal police agencies upon written request.

ELIGIBILITY: All county sheriffs' offices and city police departments upon request and payment of necessary remote terminal and line charges.

CITATION OF AUTHORITY: California Vehicle Code Sections 10500, 22850, 22851, 22852, 22853, and 22854.

FOR INFORMATION CONTACT: Captain J. D. Martin, Commander
Special Services Section
California Highway Patrol
P. O. Box 898
Sacramento, California 95804

Telephone: 445-1562

WRITTEN MATERIAL AVAILABLE: Write or call contact.

ADMINISTER-
ING AGENCY: California Highway Patrol

RAPID TRANSIT TAX COLLECTION

PURPOSE: Special Tax For Rapid Transit Construction: One-half of 1% Transactions or Use Tax. Provides that the Department collect a Special one-half of 1% Use Tax in certain counties which are included in the territory of a rapid transit district. Monies collected, less collection costs are designated for rapid transit construction only.

ELIGIBILITY: Board of Directors of Rapid Transit Districts may levy this tax, collectable through Board of Equalization and Department of Motor Vehicles.

CITATION OF AUTHORITY: Added Chapter 1567-Amended Section 7252-Added Section 7272.7 to Public Utilities Code and added Article 1.5 to Revenue and Taxation Code.

FOR INFORMATION CONTACT: JOHN L. McLAUGHLIN, Registrar
Division of Registration, Department of Motor Vehicles
P. O. Box 1319
Sacramento, California 95806
Phone Number: 445-4424

WRITTEN MATERIAL AVAILABLE: Write or call FOR INFORMATION CONTACT

ADMINISTER-ING AGENCY: Department of Motor Vehicles.

GENERAL FEE COLLECTION

PURPOSE: Motor Vehicle Fund - Registration, Weight and Other Fees: DMV is assigned the function of collecting vehicle registration, weight and other fees. Monies collected are deposited in the Motor Vehicle Fund for the support of the Department of Motor Vehicles, Department of Highway Patrol, and the Business and Transportation Agency. A large balance is transmitted to the Highway User's Tax Fund for highway construction and maintenance. A portion is held in reserve. Monies collected are distributed by the Controller to entitled recipient agencies from Highway User's Tax Fund. Purpose is to render equitable collection and distribution of funds to local government.

ELIGIBILITY: All local tax districts subject to the related statutes are eligible. Established recipients are served through administrative process of the Controller's Office. DMV is reimbursed for the cost of administration.

CITATION OF AUTHORITY: Vehicle Code, Section 9250-9265, 9400-9408, 42270-42273

FOR INFORMATION CONTACT: John L. McLaughlin, Registrar
Division of Registration, Department of Motor Vehicles
P. O. Box 1319
Sacramento, California 95806
Phone Number: 445-4424

WRITTEN MATERIAL AVAILABLE: Monthly Report to Controller. Write or call FOR INFORMATION CONTACT

ADMINISTERING AGENCY: Department of Motor Vehicles.

SCHOOL BUS INSPECTION

PURPOSE: Annual inspection of school buses.

ELIGIBILITY: All school districts having school buses.

CITATION OF
AUTHORITY: Vehicle Code Sections 2807 and 2808.

FOR
INFORMATION
CONTACT: Inspector J. D. Lowe, Commander
Safety Services Division
California Highway Patrol
P. O. Box 898
Sacramento, California 95804

Telephone: 445-3253

WRITTEN
MATERIAL
AVAILABLE: Write or call contact.

ADMINISTER-
ING AGENCY: California Highway Patrol

SPECIAL LICENSING - OCCUPATIONAL LICENSING

PURPOSE: To provide evidence of compliance with special requirements of laws concerning Special Licensing; Occupational Licensing of: vehicle salesmen, manufacturers, transporters, dealers, dismantlers, driving schools and driving instructors. DMV issues licenses to qualified applicants in these occupations; investigates and screens applicants to prevent unqualified or undesirable persons from operating in these occupations; and controls illegal activities.

ELIGIBILITY: DMV provides investigative assistance to courts, district attorneys, and law enforcement agencies in civil and criminal cases involving licensees. Requests for service are to be directed to Compliance Services, DMV is not compensated for this service.

CITATION OF AUTHORITY: California Vehicle Code, Section 1105, 11501, 11701, 11800 (et seq. al)

FOR INFORMATION CONTACT: F. J. WATSON, Manager
Department of Motor Vehicles
Compliance Services
P. O. Box 1642
Sacramento, California 95808
Telephone Number: 445-5284

WRITTEN MATERIAL AVAILABLE: Compliance Services (Investigations Section, Occupational Licensing Section): Responsibilities - Information - Sources. Write or call FOR INFORMATION CONTACT

**ADMINISTER-
ING AGENCY:** Department of Motor Vehicles

LOCAL VEHICLE LICENSE FEES

PURPOSE: Local Vehicle License Fees - Annual vehicle license fee not to exceed \$10. County Board of Supervisors may contract with the Department of Motor Vehicles to collect a vehicle license fee not to exceed \$10 on all vehicles registered to resident in that county. Monies collected, less expenses to Department of Motor Vehicles, are returned to the county for use in construction of a county expressway system or the select system of the county. Purpose to render service of collecting equitable taxes within contracting counties for specific use in that county.

ELIGIBILITY: Applicable only in counties which have adopted a general plan providing for a network of county expressways and has financed the first phase of the construction of such highways from county highway bond issue totaling at least 70 million dollars. Board of Supervisors required to adopt enabling ordinance and forward a certified copy thereof to the Department of Motor Vehicles at least 4 months prior to the 1st day of January for the calendar year for which ordinance is to be operative.

CITATION OF AUTHORITY: Added Chapter 1221, Statutes 1967
Revenue and Taxation Code, Sections 11101 - 11108.

FOR INFORMATION CONTACT: John L. McLaughlin, Registrar
Division of Registration, Department of Motor Vehicles
P. O. Box 1319
Sacramento, California 95806
Phone Number: 445-4424

WRITTEN MATERIAL AVAILABLE: Write or call FOR INFORMATION CONTACT

ADMINISTERING AGENCY: Department of Motor Vehicles.

SCHOOL BUS AND AMBULANCE CERTIFICATION

PURPOSE: DMV cooperates with the California Highway Patrol and the Department of Education to issue special certificates to qualified applicants for School Bus and Ambulance operation. Purpose to provide evidence of compliance with special driving requirements. DMV tests and screens applicants to prevent unqualified or undesirable persons from operating school buses and ambulances.

ELIGIBILITY: Any governmental agency operating or contracting for the operation of school buses or ambulances may benefit from this service. Intent to operate ambulance or school bus is basis for application. Applicants submit requests through local Field Office of DMV. DMV is not compensated for this service.

CITATION OF AUTHORITY: California Vehicle Code, Section 12517
California Administrative Code, Section 1060 et seq Title 5,
Sub-Chapter 5
California Administrative Code, Chapter 2, Title 13

FOR INFORMATION CONTACT: E. K. BALL, Chief
Division of Drivers Licenses, Department of Motor Vehicles
P. O. Box 2590
Sacramento, California 95812
Phone Number: 445-6933

WRITTEN MATERIAL AVAILABLE: Regulations and Laws Relating to Pupil Transportation in California.
Regulations and Laws Relating to Ambulance Operation in California.
Write, or call CONTACT.

ADMINISTERING AGENCY: Department of Education - School Bus
California Highway Patrol - Ambulance

GENERAL

DEBT OBLIGATION EXAMINATION

PURPOSE: Examine debt obligations of certain districts formed for the local performance of governmental or proprietary functions.

ELIGIBILITY: Districts proposing the issuance of bonds are required to come before the Districts Securities Division whenever all of the conditions listed in Sections 58752 and 58753 of the Government Code are present.

Resolution adopted by the Board of Directors requesting Districts Securities Division action initiates review.

**CITATION OF
AUTHORITY:** Chapter 897, Statutes of 1965.

CONTACT: T. P. STIVERS, Districts Securities Officer
Districts Securities Division
120 Montgomery Street, Room 1370
San Francisco, California 94104

**WRITTEN
MATERIAL:** Rules and Regulations of the California Districts Securities Commission.

**ADMINISTER-
ING AGENCY:** State Treasurer.

CERTIFICATION OF BONDS

PURPOSE: Approve bonds for certification by the State Controller and supervise expenditure of bond funds.

ELIGIBILITY: Resolution adopted by the Board of Directors requesting Districts Securities Division action initiates review.

CITATION OF AUTHORITY: Division 10, Water Code.

CONTACT: T. P. STIVERS, Districts Securities Officer
Districts Securities Division
120 Montgomery Street, Room 1370
San Francisco, California 94104

WRITTEN MATERIAL: Rules and Regulations of the California Districts Securities Commission.

ADMINISTER-
ING AGENCY: State Treasurer.

FINANCIAL FEASIBILITY REPORTS

PURPOSE: Issuance of financial feasibility reports to cities and counties.

ELIGIBILITY: Cities or counties involving the reclamation of lands. Resolution adopted by the City Council or Board of Supervisors requesting Districts Securities Division report initiates review.

CITATION OF AUTHORITY: Chapter 133, Statutes of 1964 (Sections 25681.1 and 38901, Government Code).

CONTACT: T. P. STIVERS, Districts Securities Officer
Districts Securities Division
120 Montgomery Street, Room 1370
San Francisco, California 94104

WRITTEN MATERIAL: Rules and Regulations of the California Districts Securities Commission.

ADMINISTERING AGENCY: State Treasurer.

DISTRICTS - ANNEXATION, ETC.

PURPOSE: Central filing office for the reception of documents to show organization, boundary change, consolidation and dissolution of cities and special districts.

ELIGIBILITY: The filings are made without fee for cities and special districts. The files are open for public inspection.

CITATION OF AUTHORITY: California Government Code, Sections 34327, 35145, 35317, 56452.

FOR INFORMATION CONTACT: O. Oscar Johnson, Deputy Secretary of State
Secretary of State's Office
111 Capitol Mall
Sacramento, California 95814
Telephone: 445-0620 (Area Code 916)

WRITTEN MATERIAL AVAILABLE: Write, or call CONTACT.

ADMINISTER-
ING AGENCY: Secretary of State.

MUNICIPAL AND JUSTICE COURT ACCOUNTING

PURPOSE: Establish, supervise and modify a uniform accounting system, including a system of audits, for Municipal and Justice Courts. (Statute requires an annual audit of these courts, a copy of which must be filed with the State Controller by the County Auditors.)

ELIGIBILITY: All Municipal and Justice Courts.

CITATION OF AUTHORITY: Government Code, 71380-85.

FOR INFORMATION CONTACT: FLOYD W. JOHNSON, Chief, Division of Audits
Office of State Controller
P. O. Box 1019
Sacramento, California 95805
Phone Number: 445-4475

WRITTEN MATERIAL AVAILABLE: Manual of Accounting for Municipal Courts and Justice Courts and revisions are provided to all judges and court clerks automatically. Recommended audit program is available to accounting firms and others. Write, or call CONTACT.

ADMINISTERING AGENCY: Office of State Controller

CANDIDATES: LISTS AND DECLARATIONS

PURPOSE: Certified declarations of candidacy along with filing fees for the following offices are forwarded to the Secretary of State by county clerks:

- a. All Constitutional Officers.
- b. United States Senator.
- c. Representative in Congress.
- d. Member of State Senate or Assembly.
- e. Judges of the Superior Court (filing fee retained by county).
- f. Offices to be voted for in a district comprising more than one county.

At least 54 days before the direct primary election a certified list of candidates eligible to be voted on in each county is prepared. The certified list shall show:

- a. The name of each candidate.
- b. The office for which each person is a candidate.
- c. The party each person represents, unless the office is nonpartisan.
- d. The address of each candidate.

ELIGIBILITY: The certified list of candidates is made available to each county clerk and to interested parties upon request.

CITATION OF AUTHORITY: California Elections Code, Division 5, Chapter 2, Article 4, Sections 6519, 6520 and 6521; Division 5, Chapter 2, Article 6, Sections 6580 and 6581.

FOR INFORMATION CONTACT: H. P. Sullivan, Assistant Secretary of State
Secretary of State's Office
Room 117 State Capitol
Sacramento, California 95814
Telephone: 445-0820 (Area Code 916)

WRITTEN MATERIAL AVAILABLE: Write or call CONTACT.

ADMINISTERING AGENCY: Secretary of State.

ELECTIONS: NOMINEE LIST

PURPOSE: Not less than 48 days before a general election, certificates are prepared showing:

- a. The name of every person entitled to receive votes within that particular county at the General Election who has received at the primary election, the nomination as a candidate for public office.
- b. For each nominee, the name of the party which nominated him.
- c. The designation of the public office for which he has been nominated.

ELIGIBILITY: Certificates are delivered to county clerks. Lists of nominees are available to interested parties upon request.

CITATION OF AUTHORITY: California Elections Code, Division 5, Chapter 2, Article 7, Section 6620.

FOR INFORMATION CONTACT: H. P. Sullivan, Assistant Secretary of State
Secretary of State's Office
Room 117 State Capitol
Sacramento, California 95814
Telephone: 445-0820 (Area Code 916)

WRITTEN MATERIAL AVAILABLE: Write or call CONTACT.

ADMINISTERING AGENCY: Secretary of State

OFFICES TO BE FILLED

PURPOSE: At least 90 days before the time of holding a direct primary election, a notice is prepared designating all the offices except those of county officers and judges of inferior courts, for which candidates are to be nominated at the primary election together with the names of parties qualified to participate in the primary election.

ELIGIBILITY: Notices as to offices to be filled are forwarded to county clerks.

CITATION OF AUTHORITY: California Elections Code, Division 5, Chapter 2, Article 3, Section 6462.

FOR INFORMATION CONTACT: H. P. Sullivan, Assistant Secretary of State
Secretary of State's Office
Room 117 State Capitol
Sacramento, California 95814
Telephone: 445-0820 (Area Code 916)

WRITTEN MATERIAL AVAILABLE: Write or call CONTACT.

ADMINISTER-
ING AGENCY: Secretary of State.

VOTER REGISTRATION

PURPOSE: On the 135th day before each presidential primary and before each direct primary as well as on the 35th day before each statewide election, counties must transmit statements to the Secretary of State showing the total number of voters by party affiliation and the number of voters who declined to state a party affiliation. The statement must also show the number of voters by party affiliation in each city, assembly district, senatorial district, supervisorial district and congressional district located in whole or in part within the county. The Secretary of State on the basis of the statements transmitted to him compiles a statewide voter registration report.

ELIGIBILITY: A copy of the statewide registration report is available upon request, to any elector of California.

CITATION OF AUTHORITY: California Elections Code, Division 5, Chapter 2, Article 3, Section 6460.

FOR INFORMATION CONTACT: H. P. Sullivan, Assistant Secretary of State
Secretary of State's Office
Room 117 State Capitol
Sacramento, California 95814
Telephone: 445-0820 (Area Code 916)

WRITTEN MATERIAL AVAILABLE: Write or call CONTACT.

ADMINISTERING AGENCY: Secretary of State.

BALLOT PAMPHLETS

PURPOSE: All measures submitted to the voters at a statewide election shall be printed in a ballot pamphlet, so far as possible, in the same order, manner and form in which they are to be designated upon the ballot. The ballot pamphlet must contain an analysis of each measure to be voted upon, arguments for and against each ballot measure, rebuttal arguments for and against each ballot measure, and the text of the existing provisions of law which are affected together with proposed new text.

ELIGIBILITY: As soon as copies of the ballot pamphlets are available the Secretary of State must provide for the following distribution:

- a. To each county clerk or registrar of voters, one and one-twentieth times as many copies as there are voters in the county.
- b. Six copies to each city clerk.
- c. Five copies to each member of the State Legislature.
- d. Upon request, two copies to each public library or branch thereof.
- e. Upon request two copies to each public high school or other public school teaching at least the 11th and 12th grades.

CITATION OF AUTHORITY: California Elections Code, Division 4, Chapter 1, Article 3, Sections 3565.5, 3566, 3568, 3573 and 3574.

FOR INFORMATION CONTACT: H. P. Sullivan, Assistant Secretary of State
Secretary of State's Office
Room 117 State Capitol
Sacramento, California 95814
Telephone: 445-0820 (Area Code 916)

WRITTEN MATERIAL AVAILABLE: Write or call CONTACT.

ADMINISTERING AGENCY: Secretary of State.

COMPILATION OF VOTES CAST

PURPOSE: After statewide elections, each county is required to canvass the vote cast and prepare a statement which reflects the vote cast for:

- a. All candidates voted for in more than one county.
- b. All candidates voted wholly within one county for the following offices:
 - 1. All Constitutional Officers.
 - 2. U. S. Senator.
 - 3. Representative in Congress.
 - 4. Member of the Senate.
 - 5. Member of the Assembly.
 - 6. Member of the State Board of Equalization.
 - 7. Judges, Supreme, Appellate and Superior.
- c. All persons voted for at the presidential primary (delegates to national convention), and all electors voted for in the presidential general.
- d. All statewide measures.

Statements as to votes cast are forwarded to the Secretary of State's Office where a consolidated statewide statement of vote is compiled and published.

ELIGIBILITY: Copies of the Statewide statement of vote are available, upon request, to any elector of California.

CITATION OF AUTHORITY: California Elections Code, Division 10, Chapter 8, Article 3, Section 18470; Division 10, Chapter 9, Article 3, Sections 18754, 18755 and 18756.

FOR INFORMATION CONTACT: H. P. Sullivan, Assistant Secretary of State
Secretary of State's Office
Room 117 State Capitol
Sacramento, California 95814
Telephone: 445-0820 (Area Code 916)

WRITTEN MATERIAL AVAILABLE: Write or call CONTACT.

ADMINISTERING AGENCY: Secretary of State.

VOTING MACHINES

PURPOSE: The State Commission on Voting Machines and Vote Tabulating Devices meets as required relative to the examination of voting machines and/or vote tabulating devices for use in California. Public meetings are held and reports received from engineers who examined the proposed machines and systems.

ELIGIBILITY: Each county clerk is notified as to the time and place of Commission meetings. Reports of the Commission are forwarded to the election board of each county. Copies of reports received from the examining engineers are forwarded to each county clerk, registrar of voters and chairman of the elections committees of the State Assembly and Senate.

CITATION OF AUTHORITY: California Elections Code, Division 9, Chapter 6, Article 3, Sections 14979, 14980 and 14984.

FOR INFORMATION CONTACT: H. P. Sullivan, Assistant Secretary of State
Secretary of State's Office
Room 117 State Capitol
Sacramento, California 95814
Telephone: 445-0820 (Area Code 916)

WRITTEN MATERIAL AVAILABLE: Write or call CONTACT.

ADMINISTER-
ING AGENCY: Secretary of State.

ELECTIONS:
STATEMENT OF RECEIPTS & EXPENDITURES

PURPOSE: Every association which raises, collects, or receives money aggregating more than \$1,000 or, expends money aggregating more than \$1,000 for the purpose of conducting a campaign to influence the action of voters for or against the adoption of any ballot measure voted upon at any statewide election, must file a statement of receipts and expenses with the Secretary of State. The statement reflects the name and address of each person, firm or corporation that has contributed funds aggregating more than \$25, the total sum contributed in amounts less than \$25, the name and address of each person, firm or corporation to whom money in the amount of \$10 or more has been disbursed and the total sum of disbursements each of which was for less than \$10. Copies of the statements of receipts and expenditure are available from the Secretary of State.

ELIGIBILITY: Copies of the statement of receipts and expenditures are forwarded to the county clerks of Los Angeles and the city and county of San Francisco. Copies are also furnished, free of charge, to any other county clerk upon request. Others may obtain copies for a fee of 30¢ per page.

CITATION OF AUTHORITY: California Elections Code, Division 8, Chapter 2, Article 3, Section 11860 and 11861.

FOR INFORMATION CONTACT: H. P. Sullivan, Assistant Secretary of State
Secretary of State's Office
Room 117 State Capitol
Sacramento, California 95814
Telephone: 445-0820 (Area Code 916)

WRITTEN MATERIAL AVAILABLE: Write, or call CONTACT.

ADMINISTER-
ING AGENCY: Secretary of State.

VOTER AFFIDAVITS CANCELLATION

PURPOSE: Following the canvass of the returns of a statewide general election, the county clerks are required to cancel the affidavits of voter registration of those voters who did not vote at the general election. Immediately following the cancellation of voter registrations, each county clerk prepares a current list showing the number of voters by party affiliation, in each assembly, senatorial and congressional district. On the basis of the reports received from the county clerks, the Secretary of State compiles a statewide report of voter registration.

ELIGIBILITY: Copies of the report of voter registration are available free of charge upon request.

**CITATION OF
AUTHORITY:** California Elections Code, Division 1, Chapter 2,
Article 8, Section 458.

**FOR
INFORMATION
CONTACT:** H. P. Sullivan, Assistant Secretary of State
Secretary of State's Office
Room 117 State Capitol
Sacramento, California 95814
Telephone: 445-0820 (Area Code 916)

**WRITTEN
MATERIAL
AVAILABLE:** Write or call CONTACT.

**ADMINISTER-
ING AGENCY:** Secretary of State.

ROSTER OF PUBLIC OFFICIALS

PURPOSE: The Secretary of State compiles, publishes, and distributes a Roster of State and Local Public Officials of California annually.

ELIGIBILITY: Copies of this publication may be purchased from the Office of Procurement, Documents Section, P. O. Box 20191, Sacramento, California 95820, for \$2.00 per copy. (One copy free to County Clerks, and each public library upon request.)

CITATION OF AUTHORITY: California Government Code, Chapter 3, Article 5, Sections 12240 and 12241.

FOR INFORMATION CONTACT: Patricia Vail, Secretary
Secretary of State's Office
Room 117 State Capitol
Sacramento, California 95814
Telephone: 445-0820 (Area Code 916)

WRITTEN MATERIAL AVAILABLE: Write or call CONTACT.

ADMINISTERING AGENCY: Secretary of State.

CANDIDATES FOR DELEGATES LIST

PURPOSE: At least 45 days before a presidential primary, a certified list is prepared which contains the names and addresses of the candidates for delegate to the national convention.

ELIGIBILITY: Each county clerk receives a copy of the certified list of candidates for delegate to the national convention.

CITATION OF AUTHORITY: California Elections Code, Division 5, Chapter 1, Article 7, Section 6170.

FOR INFORMATION CONTACT: H. P. Sullivan, Assistant Secretary of State
Secretary of State's Office
Room 117 State Capitol
Sacramento, California 95814
Telephone: 445-0820 (Area Code 916)

WRITTEN MATERIAL AVAILABLE: Write or call CONTACT.

ADMINISTER-
ING AGENCY: Secretary of State.

DELEGATES, PRESIDENTIAL PRIMARY

PURPOSE: On or before the 10th day of March of the year of a presidential primary, the Secretary of State certifies the number of delegates for each party national convention. Delegates are elected by each political party qualified to participate in the election.

ELIGIBILITY: Certification as to the number of delegates is forwarded to each county clerk.

CITATION OF AUTHORITY: California Elections Code, Division 5, Chapter 1, Article 2, Sections 6023 and 6024.

FOR INFORMATION CONTACT: H. P. SULLIVAN, Assistant Secretary of State
Secretary of State's Office
Room 117 State Capitol
Sacramento, California 95814
Phone Number: (916) 445-0820

WRITTEN MATERIAL AVAILABLE: Write (or Call) CONTACT.

ADMINISTER-
ING AGENCY: Secretary of State.

INITIATIVE MEASURES

PURPOSE: The proponents of any proposed initiative measure, prior to circulating any petition for voter signatures, must submit a draft of the petition to the Attorney General with a request that he prepare a summary of the chief purposes and points of the proposed measure. The cost of obtaining an official title and summary is \$200 payable in advance to the Attorney General. The Attorney General in turn advises the Secretary of State as to the summary date and sends the Secretary of State a copy of the initiative summary.

ELIGIBILITY: Summary dates and copies of initiative measure summaries are mailed to each county clerk.

CITATION OF AUTHORITY: California Elections Code, Division 4, Chapter 1, Article 1, Section 3507.

FOR INFORMATION CONTACT: H. P. SULLIVAN, Assistant Secretary of State
Secretary of State's Office
Room 117 State Capitol
Sacramento, California 95814
Phone Number: (916) 445-0820

WRITTEN MATERIAL AVAILABLE: Write (or Call) CONTACT.

**ADMINISTER-
ING AGENCY:** Secretary of State.

ELECTION OFFICERS DIGEST

PURPOSE: On or before the first day of January of each even numbered year, a brief digest is prepared containing the substance of the provisions of the Elections Code and other statutes which pertain to the duties of election officers during the casting and canvassing of the vote cast.

ELIGIBILITY: Copies of the election officers digest are forwarded to each county clerk. Copies are also available to interested parties upon request.

CITATION OF AUTHORITY: California Elections Code, Division 9, Chapter 1, Sections 14000 and 14001.

FOR INFORMATION CONTACT: H. P. Sullivan, Assistant Secretary of State
Secretary of State's Office
Room 117 State Capitol
Sacramento, California 95814
Telephone: (916) 445 0820

WRITTEN MATERIAL AVAILABLE: Write (or call) CONTACT.

ADMINISTER-ING AGENCY: Secretary of State.

ELECTION RETURNS--SEMI OFFICIAL CANVASS

PURPOSE: County clerks and registrars of voters upon closing of the polls at a statewide election are required to conduct a semi-official canvass of the votes cast. Periodically after the closing of the polls, the results are reported to the Secretary of State. On the basis of such reports, the Secretary of State compiles and makes public the results of the election on a statewide basis.

ELIGIBILITY: Interested parties may request copies and/or information concerning the results of the semi official canvass.

CITATION OF AUTHORITY: California Elections Code, Division 10, Chapter 5, Sections 17900, 17901, 17902 and 17903.

FOR INFORMATION CONTACT: H. P. Sullivan, Assistant Secretary of State
Secretary of State's Office
Room 117 State Capitol
Sacramento, California 95814
Telephone: 445-0820 (Area Code 916)

WRITTEN MATERIAL AVAILABLE: Write or call CONTACT.

ADMINISTER-
ING AGENCY: Secretary of State.

BALLOT PAPER

PURPOSE: Ballot paper for use at all elections is furnished upon payment of the cost of the paper.

ELIGIBILITY: Ballot paper is furnished to any county clerk or clerk or secretary of the legislative body of any city.

CITATION OF AUTHORITY: California Elections Code, Division 7, Chapter 1, Section 10001.

FOR INFORMATION CONTACT: Rico J. Nannini, Assistant to the Secretary of State
Secretary of State's Office
111 Capitol Mall
Sacramento, California 95814
Telephone: 445-8061 (Area Code 916)

WRITTEN MATERIAL AVAILABLE: None.

ADMINISTERING AGENCY: Secretary of State

FEDERAL DISASTER RELIEF ACT
(PUBLIC LAW 89-769)

PURPOSE: Supply administrative assistance and guidance to local governments and state agencies seeking federal financial assistance for the repairs to public facilities under construction which are damaged or destroyed as a result of a major disaster in an area declared by the President under the authority of Public Law 81-875. Review all applications submitted to determine eligibility of applicants and projects; to assign proper state engineers to investigate the damage and to report their findings on the work required to restore the project to its pre-disaster condition broken down to unit costs; and to determine any costs over original costs to complete the project which costs are attributable to changed conditions resulting from the major disaster.

ELIGIBILITY: State agencies and local subdivisions of the state within the area declared a "major disaster area" by the President are eligible applicants. The following projects may be eligible: flood control, navigation, irrigation, reclamation, public power, sewage treatment, water treatment, watershed development, and airport construction. Applicants other than state, county, or city must provide assurance of compliance with the Office of Emergency Preparedness Regulation 5 of Title VI of the Civil Rights Act of 1964.

CITATION OF AUTHORITY: California Disaster Act (Chapter 1, Division 7, Military & Veterans Code), Section 1518. California Civil Defense and Disaster Plan, Part One, Section 1.5, paragraph b. Federal Disaster Relief Act, as amended (Public Laws 81-875 and 89-769).

FOR INFORMATION CONTACT: GORDON C. LARKIN
Federal Financial Programs Officer
Disaster Services Section
California Disaster Office
P. O. Box 9577
Sacramento, California 95823
916-421-4990

WRITTEN MATERIAL AVAILABLE: Write or telephone CONTACT.

ADMINISTERING AGENCY: California Disaster Office.

FEDERAL DISASTER RELIEF ACT
(PUBLIC LAW 81-875)

PURPOSE: Supply administrative assistance and guidance to local governments and state agencies seeking supplemental federal financial assistance for the emergency repair or temporary replacement of public facilities damaged or destroyed during a natural disaster. Provide damage assessment teams to determine totals showing the amount of public damage, private damage, and estimates of work needed for minimum essential restoration of public facilities. Review all applications and resolutions submitted to determine eligibility of applicants and to assign proper state engineers to investigate and to report on what is needed for minimum essential restoration of public services. Prepare an analysis of request, showing approved work to be performed and costs, before submission to the Federal Government. Review claims and audits before processing. Process payments.

ELIGIBILITY: State agencies and all local subdivisions of the state within the area declared a "major disaster area" by the President are eligible applicants. Applicants other than state, county, or city must provide assurance of compliance with the Office of Emergency Preparedness Regulation 5 of Title VI of the Civil Rights Act of 1964.

CITATION OF AUTHORITY: California Disaster Act (Chapter 1, Division 7, Military & Veterans Code), Section 1518. California Civil Defense and Disaster Plan, Part One, Section 1.5, paragraph b. Federal Disaster Relief Act (Public Law 81-875), as amended.

FOR INFORMATION CONTACT: GORDON C. LARKIN
Federal Financial Programs Officer
Disaster Services Section
California Disaster Office
P. O. Box 9577
Sacramento, California 95823
916-421-4990

WRITTEN MATERIAL AVAILABLE: Write or telephone CONTACT.

ADMINISTERING AGENCY: California Disaster Office

FINANCIAL REPORTING

PURPOSE: Collect, compile and publish data concerning local government finances.

ELIGIBILITY: Cities, counties, special districts and school districts. Each agency except school districts files a financial report with the State Controller. School districts file their report with the Department of Education on forms provided by that agency, the detail of which is subsequently forwarded to the State Controller. On forms provided by the District Securities Division, irrigation districts file a copy of their report with that agency and the State Controller.

CITATION OF AUTHORITY: Government Code, Section 53890 et seq.

FOR INFORMATION CONTACT: MARTIN F. ANDERSON, Chief, Division of Local Government Fiscal Affairs
Office of State Controller
P. O. Box 1019
Sacramento, California 95805
Phone Number: 445-5153

WRITTEN MATERIAL AVAILABLE: Reporting forms and instructions distributed automatically.

Publication relating to each class of agency is distributed automatically to that specific class. All publications are available on request to CONTACT. Publications are: Annual Report of Financial Transactions Concerning:

Cities; Counties; Special Districts; Water Districts and School Districts.

ADMINISTERING AGENCY: Office of State Controller

PROPERTY TAX DATA

PURPOSE: Collect and make available information relating to the assessed valuation, tax rates and taxes levied for each city, county, special district and school district. Information concerning county valuation and tax rates is published.

ELIGIBILITY: Information concerning all counties, school districts and such cities and special districts whose tax function is handled through county facilities is obtained from county auditors. Cities which do their own assessing file separate reports with the State Controller. County and city valuations are obtained on forms provided by the State Board of Equalization, a copy of which is filed by the county with the State Controller. Tax rates and tax levies for counties are filed three days after tax rates are fixed. Data concerning all other agencies is due by October 16.

CITATION OF AUTHORITY: Government Code, Section 29109, 53891.
Revenue and Taxation Code, Section 1647-1649.

FOR INFORMATION CONTACT: MARTIN F. ANDERSON, Chief, Division of Local Government Fiscal Affairs
Office of State Controller
P. O. Box 1019
Sacramento, California 95805
Phone Number: 445-5153

WRITTEN MATERIAL AVAILABLE: Reporting forms distributed automatically.

Publication of Annual Report of Assessed Valuation and Tax Rates for California Counties is distributed automatically to county auditors, county assessors, county clerks, county boards of supervisors and county administrative officers. This publication is also available on request to CONTACT.

**ADMINISTER-
ING AGENCY:** Office of State Controller

BOND CERTIFICATION

PURPOSE: Certification of local agency bonds as to their investment status.

ELIGIBILITY: Public agencies whose bonds have been validated by the District Securities Division.

CITATION OF AUTHORITY: Water Code, Section 20060, et seq.

FOR INFORMATION CONTACT: MARTIN F. ANDERSON, Chief, Division of Local Government Fiscal Affairs
Office of State Controller
P. O. Box 1019
Sacramento, California 95805
Phone Number: 445-5153

WRITTEN MATERIAL AVAILABLE: None

ADMINISTERING AGENCY: Office of State Controller

STATE AND FEDERAL REVENUE APPORTIONMENT

PURPOSE: To apportion to local government certain shared state revenues and federal receipts, as provided by law. They include the alcoholic beverage license fees, cigarette tax, highway users tax, in lieu tax (motor vehicle license fees), schools, trailer coach fees, condemnation deposit fund earnings, potash lease rentals, forest reserve receipts, grazing fees, and flood control receipts.

ELIGIBILITY: Any unit of local government as provided by law. Apportionments are made on the bases specified in the law and do not require application by the local governmental unit.

CITATION OF AUTHORITY: Various, including Revenue and Taxation Code, Sections 11003.3, 11005, 30462; Government Code, Section 29482; Streets and Highways Code, Sections 2103-24; Business and Professions Code, Section 25761; Code of Civil Procedure, Section 1254; Education Code, Section 18656; Public Resources Code, Section 8556.

FOR INFORMATION CONTACT: SAMUEL J. CORD, Chief, Division of Accounting
Office of State Controller
P. O. Box 1019
Sacramento, California 95805
Phone Number: 445-8756

WRITTEN MATERIAL AVAILABLE: None

ADMINISTERING AGENCY: Office of State Controller

PROPERTY TAX COLLECTION ASSISTANCE

PURPOSE: Provides advice and technical assistance to counties in attaining uniform and effective interpretation and application of laws relating to property taxation and property tax collection; supervises delinquent property tax procedures in the counties; and supervises the conservation and management of tax deeded land, and secures restoration to the local tax rolls as soon as possible.

ELIGIBILITY: All counties, particularly through the Tax Collectors and the Redemption Officers. Annual reports on tax delinquent (tax sold) property is required by law. Property delinquent five years is deeded to the State, through the State Controller, who assumes supervision of its management. Assistance is available through regular periodic visits by the Supervisor or Representative, or upon request, and through regular distribution of changes in the law or forms and through amendments to the County Tax Collectors and Redemption Officers Manual. The Division calls the affected county officers into session each February and regional meetings each October.

CITATION OF AUTHORITY: Revenue and Taxation Code, Parts 1, 5, 6, 7 and 9 of Division 1.

FOR INFORMATION CONTACT: MARTIN F. ANDERSON, Chief, Division of Local Government Fiscal Affairs
Office of State Controller
P. O. Box 1019
Sacramento, California 95805
Phone Number: 445-5153

WRITTEN MATERIAL AVAILABLE: Reference Manual for County Tax Collectors and Redemption Officers; Revenue and Taxation Code provisions relating to property taxes; other informational material distributed automatically by Headquarters. Copies may be obtained from CONTACT.

ADMINISTERING AGENCY: Office of State Controller

ESCHEATED ESTATES OF DECEASED PERSONS

PURPOSE: To administer estates of deceased persons when such estates have escheated to the State. Estates having no known heirs or other persons entitled thereto are distributed to the State of California and must be delivered to the State Controller. The Controller maintains accounts for each estate and makes payment to heirs who appear and substantiate their claim to the estate.

ELIGIBILITY: Any unit of local government having possession of such property. Normally, the Public Administrator is the official responsible for transmitting the proceeds to the State.

CITATION OF AUTHORITY: Code of Civil Procedure, Section 1027.

FOR INFORMATION CONTACT: HAROLD N. BENTON, Unclaimed Property Officer
Office of State Controller
P. O. Box 1019
Sacramento, California 95805
Phone Number: 445-8318

WRITTEN MATERIAL AVAILABLE: None

ADMINISTERING AGENCY: Office of State Controller

PERSONNEL CLASSIFICATION AND PAY SURVEYS

PURPOSE: Cooperative Personnel Services conducts surveys to develop new position classification and pay plans when the plans in use are outdated or when the agency has no integrated plan.

ELIGIBILITY: Counties, cities, school districts, and other special districts are eligible for this service, upon request or contract, on a fully reimbursable basis.

CITATION OF
AUTHORITY: Government Code, Section 18707

FOR
INFORMATION
CONTACT: KENNETH BYERS, Chief
Cooperative Personnel Services
1217 H Street
Sacramento, California 95814
Phone Number: 445-3494

BRUCE F. AUSTIN, Northern California Manager
Cooperative Personnel Services
1217 H Street
Sacramento, California 95814
Phone Number: 445-3494

JOHN R. EMERY, Southern California Manager
Cooperative Personnel Services
Room 645, Petroleum Building
714 West Olympic Boulevard
Los Angeles, California 90015
Phone Number: 620-3725

WRITTEN
MATERIAL
AVAILABLE: Write CONTACT.

ADMINISTER-
ING AGENCY: California State Personnel Board

PERSONNEL SELECTION SERVICES

PURPOSE: Written examinations are prepared by Cooperative Personnel Services for all types of jobs. Groups of applicants are interviewed to evaluate their qualifications.

ELIGIBILITY: Counties, cities, school districts and other special districts are eligible for written examination services or oral interviewing of applicants, upon specific request or contract, on a fully reimbursable basis.

CITATION OF AUTHORITY: Government Code, Section 18707

FOR INFORMATION CONTACT: KENNETH BYERS, Chief
Cooperative Personnel Services
1217 H Street
Sacramento, California 95814
Phone Number: 445-3494

BRUCE F. AUSTIN, Northern California Manager
Cooperative Personnel Services
1217 H Street
Sacramento, California 95814
Phone Number: 445-3494

JOHN R. EMERY, Southern California Manager
Cooperative Personnel Services
Room 645, Petroleum Building
714 West Olympic Boulevard
Los Angeles, California 90015
Phone Number: 620-3725

WRITTEN MATERIAL AVAILABLE: Write CONTACT.

ADMINISTER-ING AGENCY: California State Personnel Board

PERSONNEL RECRUITMENT SERVICES

PURPOSE: Recruitment service is available for higher level managerial or specialized positions.

ELIGIBILITY: Counties, cities, school districts, and other special districts may utilize the comprehensive recruitment and selection services provided by Cooperative Personnel Services upon request, on a fully reimbursable basis.

CITATION OF AUTHORITY: Government Code, Section 18707

FOR INFORMATION CONTACT: KENNETH BYERS, Chief
Cooperative Personnel Services
1217 H Street
Sacramento, California 95814
Phone Number: 445-3494

BRUCE F. AUSTIN, Northern California Manager
Cooperative Personnel Services
1217 H Street
Sacramento, California 95814
Phone Number: 445-3494

JOHN R. EMERY, Southern California Manager
Cooperative Personnel Services
Room 645, Petroleum Building
714 West Olympic Boulevard
Los Angeles, California 90015
Phone Number: 620-3725

WRITTEN MATERIAL AVAILABLE: Write CONTACT.

ADMINISTERING AGENCY: California State Personnel Board

PERSONNEL CONSULTING SERVICES

PURPOSE: Cooperative Personnel Services provides drafts of personnel ordinances and personnel rules and policies which take local needs into consideration. Studies are conducted of prevailing fringe benefits in government and private industry.

ELIGIBILITY: Counties, cities, school districts, and other special districts may utilize this service, provided only upon request, on a fully reimbursable basis.

CITATION OF AUTHORITY: Government Code, Section 18707

FOR INFORMATION CONTACT: KENNETH BYERS, Chief
Cooperative Personnel Services
1217 H Street
Sacramento, California 95814
Phone Number: 445-3494

BRUCE F. AUSTIN, Northern California Manager
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1217 H Street
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JOHN R. EMERY, Southern California Manager
Cooperative Personnel Services
Room 645, Petroleum Building
714 West Olympic Boulevard
Los Angeles, California 90015
Phone Number: 620-3725

WRITTEN MATERIAL AVAILABLE: Write CONTACT.

ADMINISTERING AGENCY: California State Personnel Board

WELFARE DEPARTMENT EXAMINING

PURPOSE: Merit System Examining Agency provides recruitment and examining services to county welfare departments.

ELIGIBILITY: All counties of the California Counties Merit System are eligible for these services, based on a contract with the State Department of Social Welfare.

CITATION OF
AUTHORITY: Government Code, Section 18707

FOR
INFORMATION
CONTACT: KENNETH BYERS, Chief
Cooperative Personnel Services
1217 H Street
Sacramento, California 95814
Phone Number: 445-3494

V. THOMAS MARKER, Supervisor
Merit System Examining Agency
1217 H Street
Sacramento, California 95814
Phone Number: 445-3494

WRITTEN
MATERIAL
AVAILABLE: Write CONTACT.

ADMINISTER-
ING AGENCY: California State Personnel Board

CIVIL DEFENSE MERIT SYSTEM

PURPOSE: Merit System Examining Agency administers the California Civil Defense Merit System for 40 local agencies under contract with the State Disaster Office.

ELIGIBILITY: Any Civil Defense organization in a California county not having a merit system approved by Federal authorities may apply to the State Disaster Office for inclusion in the Civil Defense Merit System.

CITATION OF AUTHORITY: Government Code, Section 18787

FOR INFORMATION CONTACT: KENNETH BYERS, Chief
Cooperative Personnel Services
1217 H Street
Sacramento, California 95814
Phone Number: 445-3494

V. THOMAS MARKER, Supervisor
Merit System Examining Agency
1217 H Street
Sacramento, California 95814
Phone Number: 445-3494

WRITTEN MATERIAL AVAILABLE: Write CONTACT.

**ADMINISTER-
ING AGENCY:** California State Personnel Board

PUBLIC HEALTH DEPARTMENT EXAMINING

PURPOSE: Merit System Examining Agency provides recruitment and examining services to local Public Health jurisdictions.

ELIGIBILITY: Those local Public Health jurisdictions (not covered under a federally recognized merit system) receiving state and/or Federal grant-in-aid moneys are eligible for these services, based on a contract with the State Department of Public Health.

CITATION OF AUTHORITY: Government Code, Section 19800

FOR INFORMATION CONTACT: KENNETH BYERS, Chief
Cooperative Personnel Services
1217 H Street
Sacramento, California 95814
Phone Number: 445-3494

V. THOMAS MARKER, Supervisor
Merit System Examining Agency
1217 H Street
Sacramento, California 95814
Phone Number: 445-3494

WRITTEN MATERIAL AVAILABLE: Write CONTACT.

ADMINISTERING AGENCY: California State Personnel Board

PUBLIC HEALTH MERIT SYSTEM

PURPOSE: The Merit Systems Division administers a merit system for California local public health agencies receiving state and/or Federal grant-in-aid moneys, including providing supervision, review, and assistance in job classification, pay, employer-employee relations, and appeals from personnel actions.

ELIGIBILITY: Any local public health agency receiving state and/or Federal grant-in-aid moneys.

CITATION OF AUTHORITY: Government Code, Section 19800

FOR INFORMATION CONTACT: F. J. ROSATI, Chief
Merit Systems Division
California State Personnel Board
801 Capitol Mall
Sacramento, California 95814
Phone Number: 445-0604

WRITTEN MATERIAL AVAILABLE: Write CONTACT.

ADMINISTER-
ING AGENCY: California State Personnel Board

WELFARE MERIT SYSTEM

PURPOSE: The Merit Systems Division administers a merit system for California county welfare departments receiving state and/or Federal grant-in-aid moneys, including providing supervision, review, and assistance in job classification, pay, employer-employee relations, and appeals from personnel actions.

ELIGIBILITY: Any county welfare department receiving state and/or Federal grant-in-aid moneys.

**CITATION OF
AUTHORITY:** Government Code, Section 19800

**FOR
INFORMATION
CONTACT:** F. J. ROSATI, Chief
Merit Systems Division
California State Personnel Board
801 Capitol Mall
Sacramento, California 95814
Phone Number: 445-0604

**WRITTEN
MATERIAL
AVAILABLE:** Write CONTACT.

**ADMINISTER-
ING AGENCY:** California State Personnel Board

FINE AND FEE DISTRIBUTION

PURPOSE: Distribution of alcoholic beverage license fees and payments.

ELIGIBILITY: Ninety percent of all money collected from payments in compromise (fines) and from alcoholic beverage license fees, not including original license fees, transfer and exchange fees, and \$24 collected from the holder of each off-sale general license and \$52 from the holder of each distilled spirits rectifier's, wholesaler's, manufacturer's, manufacturer's agent's and importer's license, is paid semiannually to the counties, cities and counties, and cities of this State in proportion that the amount of the fees collected in the county, city and county, or city bears to the total amount collected throughout the State.

The State Controller, during the months of April and October of each year, draws his warrants in favor of the treasurer of each county, city and county, and city for the amount to which each is entitled.

CITATION OF AUTHORITY: Sections 23096, 23053 5, 23954.5, 24072, 24072.2, and 25761 of the Alcoholic Beverage Control Act.

FOR INFORMATION CONTACT: Harry S. Knust, Assistant Administrator
Department of Alcoholic Beverage Control
1215 O Street
Sacramento, California 95814
Phone Number: (916) 445 2333

WRITTEN MATERIAL AVAILABLE: Write (or call) CONTACT.

ADMINISTERING AGENCY: Department of Alcoholic Beverage Control.

ASSESSOR INSTRUCTIONS

PURPOSE: The Board of Equalization prepares and issues instructions to assessors to promote uniformity throughout the State and its local taxing jurisdictions in the assessment of property for taxation purposes.

ELIGIBILITY: County assessors are sent material which includes explanations of assessment law, appraisal principles and methods, assessment practices, and appraisal guides such as cost and market value data. Letters of information and instruction are sent when laws are changed or new court decisions become applicable.

CITATION OF AUTHORITY: Government Code, Sections 15606 (e) and 15608.

FOR INFORMATION CONTACT: JACK F. EISENLAUER, Chief
Assessment Standards Division
State Board of Equalization
1020 N Street
Sacramento, California
Phone Number: 445-4982

WRITTEN MATERIAL AVAILABLE: Table of Contents the Assessors' Handbook
Annual Report of the Assessment Standards Division
Write or call CONTACT

ADMINISTERING AGENCY: State Board of Equalization

COUNTY ROADS (GAS TAX) FUNDS

PURPOSE: To provide information and assistance to the counties with respect to the handling and use of gas tax apportionments.

ELIGIBILITY: Available to counties.

CITATION OF AUTHORITY: Sections 2101, 2104, 2105, 2106 and 2110 of the Streets and Highways Code.

FOR INFORMATION CONTACT: MARTIN F. ANDERSON, Chief
Division of Local Government Fiscal Affairs
P. O. Box 1019
Sacramento, California 95814
Phone Number: (916) 445-5153

WRITTEN MATERIAL AVAILABLE: Write (or Call) CONTACT.

ADMINISTER-
ING AGENCY: Office of State Controller.

GAS TAX REFUND

PURPOSE: To refund the gasoline tax on fuel used other than to operate a motor vehicle on the public highways, and on gasoline used to operate aircraft. No tax refunds are paid on gasoline used to operate boats.

ELIGIBILITY: All units of local government. Claims for refund must be filed within 13 months of the purchase of the gasoline and the claim must be supported by the original invoices covering the fuel purchased.

CITATION OF AUTHORITY: Revenue and Taxation Code, Chapter 7, Part 2, Division 2; and Section 6357.

FOR INFORMATION CONTACT: ELVIN L. FUNDER, Chief, Division of Tax Collection and Refund
Office of State Controller
P. O. Box 1918
Sacramento, California 95809
916-445-4463

WRITTEN MATERIAL AVAILABLE: Write CONTACT.

ADMINISTERING AGENCY: Office of State Controller

GAS TAX USE REVIEW

PURPOSE: To review and report on the use of State gas tax funds apportioned to cities and counties to ensure adequate accounting and proper expenditure.

ELIGIBILITY: Cities and counties.

CITATION OF
AUTHORITY: Governmental Code, Section 12416

FOR
INFORMATION
CONTACT: Martin F. Anderson, Chief
Division of Local Government Fiscal Affairs
P. O. Box 1019
Sacramento, California 95814
Phone Number: 445-5153

WRITTEN
MATERIAL
AVAILABLE: **Write (or Call) CONTACT.**

ADMINISTER-
ING AGENCY: Office of State Controller

LOCAL TAX REVENUE ESTIMATES

PURPOSE: To provide interested groups with local sales and use tax revenue estimates for given economic areas.

ELIGIBILITY: These estimates are provided to county officials, planning commissions, or citizens' groups where annexation or incorporation is being considered. Some are prepared under contract for a fee for private parties or for city officials needing such economic information for planning or consulting purposes. The service is initiated by a direct request of the interested party and by mutual agreement where a fee is involved.

CITATION OF AUTHORITY: Government Code Section 15624.

FOR INFORMATION CONTACT: JOHN B. MARSHALL, Senior Statistician
Office of Research and Statistics
State Board of Equalization
1020 N Street
Sacramento, California
Phone Number: 445-6879

WRITTEN MATERIAL AVAILABLE: None.

ADMINISTERING AGENCY: State Board of Equalization

LOCAL TAX COLLECTION

PURPOSE: To collect the one percent local sales and use tax for the cities and counties and to collect the one-half percent transit district taxes.

ELIGIBILITY: The local governments must have a local taxing ordinance and contract with the Board of Equalization for administration of the taxes. Adoption of the state-administered local sales and use tax by a county allows cities within that county to make a similar election. Cities and counties exercising this option share in the cost of administration.

CITATION OF AUTHORITY: Revenue and Taxation Code, Division 2, Part 1.5.

FOR INFORMATION CONTACT: C. D. PORTER
State Board of Equalization
1020 N Street
Sacramento, California
Phone Number: 445-3007

WRITTEN MATERIAL AVAILABLE: There is no written material available regarding these services.

Persons interested may obtain sample copies of a local taxing ordinance and contract and an explanation of the Bradley-Burns procedure to follow by contacting the Board of Equalization.

General information and statistics regarding administration of these programs are contained in the Annual Report of the State Board of Equalization.

ADMINISTERING AGENCY: State Board of Equalization

TAX REVENUE FORECAST

PURPOSE: To provide city and county officials with estimates of local sales and use tax revenue which they can anticipate in the next fiscal year.

ELIGIBILITY: These forecasts are sent to city and county fiscal officers to aid in budget preparation.

CITATION OF AUTHORITY: Board of Equalization Policy.

FOR INFORMATION CONTACT: JOHN B. MARSHALL, Senior Statistician
Office of Research and Statistics
State Board of Equalization
1020 N Street
Sacramento, California
Phone Number: 445-4051

WRITTEN MATERIAL AVAILABLE: Write or call CONTACT

ADMINISTERING AGENCY: State Board of Equalization

INTRACOUNTY EQUALIZATION

PURPOSE: To review, equalize, or adjust the assessment of property owned by any county or municipal corporation when the property is taxable by reason of being outside the owner's boundaries and subject to taxation at the time of acquisition.

ELIGIBILITY: Any county or municipal corporation may apply to the Board for review, equalization, or adjustment of a property assessment. Applications must be in writing and must show the facts claimed to require Board action. Applications must be filed on or before the third Monday in July, or within two weeks after completion and delivery by the assessor of the local assessment roll to the county auditor, whichever date is later. A copy of the application must be filed with the assessor whose assessment is questioned.

Upon receipt of a timely application, the Board shall afford the applicant notice and a hearing.

CITATION OF AUTHORITY: California State Constitution, Article XIII, Section 1; Revenue and Taxation Code, Section 1822.

FOR INFORMATION CONTACT: H. F. Freeman
Executive Secretary
State Board of Equalization
1020 N Street
Sacramento, California
Phone Number: 445-3956

WRITTEN MATERIAL AVAILABLE: Write or call CONTACT

ADMINISTERING AGENCY: State Board of Equalization

TAXABLE RETAIL SALES REPORTS

PURPOSE: To provide quarterly reports and annual summaries of taxable transactions which summarize data by type of business to show the magnitude of taxable transactions and the number of active permits in counties and cities.

ELIGIBILITY: Distribution is made to city and county officials, major newspapers, and interested economists. This report is available to any government official or private person on request.

CITATION OF AUTHORITY: State Board of Equalization Policy

FOR INFORMATION CONTACT: JOHN B. MARSHALL, Senior Statistician
Office of Research and Statistics
State Board of Equalization
1020 N Street
Sacramento, California
Phone Number: 445-4051

WRITTEN MATERIAL AVAILABLE: Write or call CONTACT

ADMINISTERING AGENCY: State Board of Equalization

OFFICE OF APPRAISAL APPEALS

PURPOSE: State Board of Equalization appraisals made for the inter-county equalization program may be contested under an independent appellate structure provided by the Office of Appraisal Appeals.

ELIGIBILITY: Any county assessor who disagrees with an appraisal sample finding as reported by the Division of Intercounty Equalization, Property Tax Department, State Board of Equalization, may, upon valid grounds, request an independent review by the Office of Appraisal Appeals.

CITATION OF AUTHORITY: Revenue and Taxation Code, Section 1816, 1816.1, 1816.2, 1816.3; Government Code, Section 15605.5.

FOR INFORMATION CONTACT: KEN GARCIA
Chief, Office of Appraisal Appeals
State Board of Equalization
1020 N Street
Sacramento, California
Phone Number: 445-1813

WRITTEN MATERIAL AVAILABLE: California Administrative Code, Title 18, Chapter 1, Subchapter 4, Article 1.5, Rules 381-394.
Brochure "The Appellate Procedure"

ADMINISTERING AGENCY: State Board of Equalization

RULES FOR ASSESSORS AND LOCAL BOARDS OF EQUALIZATION

PURPOSE: The State Board of Equalization prescribes rules and regulations to govern local boards of equalization when equalizing and assessors when assessing.

ELIGIBILITY: County assessors and boards of supervisors receive State Board of Equalization rules and regulations and related material governing assessment and local equalization.

CITATION OF AUTHORITY: Government Code, Section 15606(c) and (f).

FOR INFORMATION CONTACT: JACK F. EISENLAUER, Chief
Assessment Standards Division
State Board of Equalization
1020 N Street
Sacramento, California
Phone Number: 445-4982

WRITTEN MATERIAL AVAILABLE: Board rules and regulations on property assessment and local equalization.
Assessors' Handbook
Write or call CONTACT

ADMINISTERING AGENCY: State Board of Equalization

COST DATA (PROPERTY)

PURPOSE: State Board of Equalization issues data relating to costs of property and other information which will promote uniformity in appraisal practices and in assessed values throughout the State.

ELIGIBILITY: All county assessors receive cost information and other data as a service of the Board of Equalization. (Building cost supplements may be purchased by others at \$10 per copy.)

CITATION OF AUTHORITY: Revenue and Taxation Code, Section 401.5.

FOR INFORMATION CONTACT: JACK F. EISENLAUER, Chief
Assessment Standards Division
State Board of Equalization
1020 N Street
Sacramento, California
Phone Number: 445-4982

WRITTEN MATERIAL AVAILABLE: Annual Report of the Assessment Standards Division
Write or call CONTACT

ADMINISTERING AGENCY: State Board of Equalization

TIMBER PROPERTY TAXATION

PURPOSE: A representative of the State Board of Equalization serves as a member of Timber Maturity Boards. Timber Maturity Boards determine when timber exempt from property taxation under Section 12 3/4 of Article XIII of the State Constitution is mature and thus may be denied further exemption.

ELIGIBILITY: The Timber Maturity Board may be convened at the request of any duly constituted member of a Maturity Board for the purpose of determining maturity of timber. Board actions will be based on review of property records and field examinations.

CITATION OF AUTHORITY: California State Constitution, Article XIII, Section 12 3/4; Revenue and Taxation Code, Section 211.

FOR INFORMATION CONTACT: JACK F. EISENLAUER, Chief
Assessment Standards Division
State Board of Equalization
1020 N Street
Sacramento, California
Phone Number: 445-4982

WRITTEN MATERIAL AVAILABLE: Policies and Procedures for Declaration of Timber Maturity--
California State Assessor's Association and State Board of Equalization
Write or call CONTACT

ADMINISTERING AGENCY: State Board of Equalization

STANDARD FORMS--PROPERTY TAX

PURPOSE: To prescribe or recommend standard forms for use by assessors in obtaining data on personal property ownership, property tax exemptions, appraisals, property record systems, and assessment procedures.

ELIGIBILITY: All county assessors may receive specimen copies of prescribed or recommended forms upon request.

CITATION OF AUTHORITY: Government Code, Section 15606 (d); Revenue and Taxation Code, Section 210 and 452.

FOR INFORMATION CONTACT: JACK F. EISENLAUER, Chief
Assessment Standards Division
State Board of Equalization
1020 N Street
Sacramento, California
Phone Number: 445-4982

WRITTEN MATERIAL AVAILABLE: Assessors Handbook 222, Standard Form List
Annual Report of the Assessment Standards Division
Write (or Call) CONTACT.

ADMINISTERING AGENCY: State Board of Equalization

COUNTY ASSESSOR TRAINING

PURPOSE: To conduct and assist in training programs for county assessors. A county property tax appraiser is required to hold a valid appraiser's certificate issued by the State Board of Equalization. Certificates are issued on passage of a qualifying examination given under direction of the State Board of Equalization, or a civil service examination approved by the Board.

ELIGIBILITY: As a requirement for retaining a valid appraiser's certificate, every holder must receive at least 24 hours of training per year conducted or approved by the Board. An excess over 24 hours in any fiscal year may be credited against the 24 hour requirement in any of the next three fiscal years.

Any county assessor or staff member may participate in the training programs.

CITATION OF AUTHORITY: Government Code, Sections 15606 (e), 15607, 15608; Revenue and Taxation Code, Section 670, 671, 672, 673.

FOR INFORMATION CONTACT: JACK F. EISENLAUER, Chief
Assessment Standards Division
State Board of Equalization
1020 N Street
Sacramento, California
Phone Number: 445-4982

WRITTEN MATERIAL AVAILABLE: Assessors' Handbook 151, In-Service Training
Annual Report of the Assessment Standards Division
Write (or Call) CONTACT.

ADMINISTERING AGENCY: State Board of Equalization

ASSESSOR PRACTICE SURVEYS

PURPOSE: Surveys are made in each county to determine the adequacy of procedures and practices employed by the county assessor. The surveys are made in the various counties as rapidly as feasible and are repeated or supplemented at least once every six years.

ELIGIBILITY: Upon completion of the survey the county assessor of the county surveyed is provided with the published results .

CITATION OF AUTHORITY: Government Code, Sections 15640 through 15645.

FOR INFORMATION CONTACT: JACK F. EISENLAUER, Chief
Assessment Standards Division
State Board of Equalization
1020 N Street
Sacramento, California
Phone Number: 445-4982

WRITTEN MATERIAL AVAILABLE: Recent surveys are sent on request.
Annual Report of the Assessment Standards Division.

ADMINISTERING AGENCY: STATE BOARD OF EQUALIZATION

CONTRACT AUDIT SERVICES TO COUNTIES

PURPOSE: The furnishing of auditor and appraisal personnel by the State Board of Equalization is explicitly authorized. Advisory and other services may be performed for counties under contract with the county legislative body or county assessor. The Board is required to report annually to the Legislature the disposition of all such requests for services.

ELIGIBILITY: Any county legislative body or assessor may contract with the Board.

CITATION OF AUTHORITY: Government Code, Section 15624.

FOR INFORMATION CONTACT: LANE MORRISON
Contract Audit Manager
State Board of Equalization
1020 N Street
Sacramento, California
Phone Number: 445-3954

WRITTEN MATERIAL AVAILABLE: Write or call CONTACT

ADMINISTERING AGENCY: State Board of Equalization

PLANNING ADVISORY SERVICES

PURPOSE: To establish and enhance a continuous comprehensive planning process at the local level and to develop intergovernmental coordination of planning activities.

Technical assistance is provided to aid in obtaining financial and informational assistance from state and federal sources for comprehensive planning.

ELIGIBILITY: Cities, counties and other general purpose associations of local government.

CITATION OF AUTHORITY: Government Code, Section 34200 through 34219

FOR INFORMATION CONTACT: FRANK FARGO, Executive Secretary
Council on Intergovernmental Relations
1400 Tenth Street
Sacramento, California 95814
916-445-7866

WRITTEN MATERIAL AVAILABLE: Write (or Call) CONTACT

ADMINISTERING AGENCY: Council on Intergovernmental Relations

COMPREHENSIVE PLANNING ASSISTANCE (701)

PURPOSE: To provide financial assistance in the preparation of comprehensive general plans, elements of such plans and certain related activities aimed at guiding the growth of cities and counties.

ELIGIBILITY: Cities of less than 50,000 population, all counties, and other general purpose associations of local government are eligible for grants of up to two-thirds of eligible project costs (three-fourths in redevelopment areas) upon application to the Council on Intergovernmental Relations and the availability of grant funds from the Federal Department of Housing and Urban Development.

CITATION OF AUTHORITY: California Government Code, Section 34200 through 34219 and Federal Housing Act of 1959, as amended, Section 701.

FOR INFORMATION CONTACT: FRANK FARGO, Executive Secretary
Council on Intergovernmental Relations
1400 Tenth Street
Sacramento, California 95814
916-445-7866

WRITTEN MATERIAL AVAILABLE: Write (or Call) CONTACT

ADMINISTERING AGENCY: Council on Intergovernmental Relations

ASSESSMENT ROLL PREPARATION

PURPOSE: Preparation of assessment rolls covering state-assessed properties for use in billing and collection of ad valorem taxes for local taxing jurisdictions.

State-assessed properties include:

- a. All pipe lines, flumes, canals, ditches, and aqueducts not entirely within a single county.
- b. All property, other than franchises, owned or used by (1) railroad companies, (2) private (railroad) car companies (*), (3) express companies, (4) telephone and telegraph companies, and (5) gas and electric companies.

ELIGIBILITY: All counties receive rolls for state-assessed property, based on findings of the Board of Equalization, as the Board fulfills requirements imposed upon it by the State Constitution. A relatively small number of cities that do their own assessing and tax collecting also receive Board rolls. In effect, the Board takes the place of the local assessor for specified public utilities. After the assessments are made and equalized by the State Board of Equalization, state-assessed property is handled in the same manner as locally assessed property. The State does not share in the tax proceeds.

CITATION OF AUTHORITY: California State Constitution, Articles XIII, Section 14.

FOR INFORMATION CONTACT: L. J. EASTMAN, Chief
Valuation Division
State Board of Equalization
1020 N Street
Sacramento, California
Phone Number: 445-2229

WRITTEN MATERIAL AVAILABLE: No specific publications available.
Write or call CONTACT

ADMINISTERING AGENCY: State Board of Equalization

(*) Except rolling stock of private car companies, on which the Board of Equalization assesses and collects tax for the State of California in compliance with the Private Car Tax Act.

DEBT PROPOSAL EXAMINATION

PURPOSE: Investigate and report on feasibility of all major debt proposals of districts.

ELIGIBILITY: Districts organized under Divisions 11, 12 and 13 of the Water Code. A resolution adopted by the Board of Directors of the district requesting Districts Securities Division action initiates review.

CITATION OF AUTHORITY: Divisions 11, 12 and 13 of the Water Code.

CONTACT: T. P. STIVERS, Districts Securities Officer
Districts Securities Division
120 Montgomery Street, Room 1370
San Francisco, California 94104

WRITTEN MATERIAL: Rules and Regulations of the California Districts Securities Commission.

ADMINISTER-
ING AGENCY: State Treasurer, Districts Securities Division.

VEHICLE LICENSE FEE COLLECTION

PURPOSE: Vehicle License Fee Law - In Lieu Tax: DMV is assigned the function of collecting vehicle license fees in lieu of a personal property tax on motor vehicles and trailers. Monies collected are deposited in Motor Vehicles License Fee Fund for distribution under law by the Controller to entitled recipient agencies, i.e., (1) To DMV for collection expenses. (2) To the General Fund for principal and interest on highway bonds. (3) House trailer fees to each county auditor the money collected from that county. (4) Balance is apportioned, (a) One-half paid semiannually to counties based on proportionate share of state population. (b) One-half paid semiannually to cities based on proportionate shares of state population. Purpose is to render equitable collection and distribution of in lieu taxes.

ELIGIBILITY: All local tax districts, counties, or state funds subject to the related statutes are eligible. Established recipients are served through administrative process of the Controller's Office. DMV is reimbursed for the cost of administering this service.

CITATION OF AUTHORITY: Added Chapter 40, Statutes 1941, Effective July 1, 1943
Revenue and Taxation Code, Section 10701-10703, 10751-10759, 10766-10770, 10781-10787, 10851-10858, 10876-10877, 10901, 10951, 10952, and 11001-11005.6.

FOR INFORMATION CONTACT: John L. McLaughlin, Registrar
Division of Registration, Department of Motor Vehicles
P. O. Box 1319
Sacramento, California 95806
Phone Number: 445-4424

WRITTEN MATERIAL AVAILABLE: Reports to Controller. Write or call FOR INFORMATION CONTACT

ADMINISTERING AGENCY: Department of Motor Vehicles.

USE TAX COLLECTION

PURPOSE: Collection of Board of Equalization Use Tax: DMV is assigned the function of collecting use tax applicable to motor vehicles and trailers in connection with the following registration transactions: (1) Registration of new vehicles or non-resident vehicles purchased out of state for use in California. (2) Transfer of ownership of vehicles registered in California sold by other than a licensed dealer or dismantler. Purpose is to collect revenue due for distribution under law by the Controller to entitled recipient agencies.

ELIGIBILITY: All city and county governmental agencies may establish eligibility for service through the Board of Equalization and Controller. DMV is reimbursed the cost of administering this service.

CITATION OF AUTHORITY: Chapter 1858, Statutes of 1963, as amended in 1965
Vehicle Code, Section 4300.5, 4750.5 et seq

FOR INFORMATION CONTACT: John L. McLaughlin, Registrar
Division of Registration, Department of Motor Vehicles
P. O. Box 1319
Sacramento, California 95806
Phone Number: 445-4424

WRITTEN MATERIAL AVAILABLE: Report to Controller. Write, or call FOR INFORMATION CONTACT

ADMINISTERING AGENCY: Department of Motor Vehicles.

SECURITIES AND INVESTMENT INVESTIGATIONS

PURPOSE: Assistance in the investigation of violations of the laws administered by the Department or in the preparation of such cases for indictment and prosecution. The Department administers the following laws:

Corporate Securities Law of 1968	Corp. Code Sec.	25000
Security Owners Protection Law	" " "	27000
Retirement Systems Law	" " "	28000
Bucket Shop Law	" " "	29000
Commodity Advisers Law	" " "	29500
Check Sellers and Cashers Law	Financial Code Sec.	12000
Credit Union Law	" " "	14000
Escrow Law	" " "	17000
Industrial Loan Law	" " "	18000
Personal Property Brokers Law	" " "	22000
California Small Loan Law	" " "	24000

ELIGIBILITY: Service is furnished as requested by district attorneys, police departments and sheriffs' offices. Investigations are conducted on a cooperative basis or independently.

CITATION OF AUTHORITY: Corporations Code Section 25533 authorizes the Commissioner of Corporations to certify violations of the Corporate Securities Law to district attorneys. Investigatory authority is provided by Corporations Code Section 25531 and Government Code Sections 11180 et seq

FOR INFORMATION CONTACT:

J. L. Baker, Supervising Corporations Counsel
Division of Trading and Markets
Department of Corporations
107 South Broadway
Los Angeles, CA 90012
Telephone: (213) 620 2866

C. J. San Felipe, Supervising Corporations Counsel
Division of Trading and Markets
Department of Corporations
600 California Street
San Francisco, CA 94103
Telephone: (415) 557 3960

**ADMINISTER-
ING AGENCY:** Department of Corporations

SOIL CONSERVATION DISTRICT
ASSISTANCE

PURPOSE: To advise district directors on the administrative functions of district operations and on their duties and responsibilities and to advise the directors in obtaining appropriate assistance from various public agencies and organizations.

ELIGIBILITY: Any soil conservation district organized under Division 9, Public Resources Code, may request this service.

CITATION OF AUTHORITY: Public Resources Code, Sections 9040, 9042, and 9044.

FOR INFORMATION CONTACT: Robert D. Goodier, Chief
Department of Conservation
Division of Soil Conservation
Room 1452, Resources Building
1416 Ninth Street
Sacramento, California 95814
Phone Number: (916) 445-9144

WRITTEN MATERIAL AVAILABLE: Write or call CONTACT

ADMINISTER-
ING AGENCY: Department of Conservation.

ADDRESS

State of California
DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

Office Addresses

HEADQUARTERS - 1215 O Street
Sacramento, California 95814

Information Phone 445-6811

NORTHERN DIVISION

Headquarters - State Building, Room 3042
350 McAllister Street
San Francisco 94102
Ronald M. Lockyer
Assistant Director - Phone: 557-1680

District Offices:

Fresno, 93721
A. S. Madden

2550 Mariposa St., Rm. 5075
Phone: 268-7151, Ext. 341
Eff. 9-22-69: 488-5002

(Counties: Fresno,
Kings, Madera and
Tulare)

Oakland, 94607
W. E. Pendergast

1111 Jackson St., Rm. 4040
Phone: 464-1297

(Counties: Alameda
Contra Costa and
Solano)

Redding, 96001
Elmer F. Diedesch

2135 Akard Ave., Rm. 20
P.O. Drawer D
Phone: 241-5340

(Counties: Del Norte,
Humboldt, Lassen,
Modoc, Shasta,
Siskiyou, Tehama and
Trinity)

Branch Office
Eureka, 95501
Marshall E. Myers

1656 Union Street, Rm. 124
P.O. Box 3583
Phone: 443-3708

Sacramento, 95814
Norman A. Strickland

1407 - 12th Street
Phone: 445-2546

(Counties: Alpine,
Amador, El Dorado,
Placer, Sacramento,
and Yolo)

San Francisco, 94111 3041 Ferry Building
Burdett M. Grant (Acting) Phone: 557-2057

(Counties: San
Francisco and San
Mateo)

NORTHERN DIVISION (Continued)

San Jose, 95126 425 Stockton Avenue
Jerry M. O'Brien Phone: 286-1626, - 1627,
Charles J. Bucher (Acting) -1628

(Counties: Monterey,
San Benito, Santa
Clara and Santa Cruz)

Branch Office 1209 North Main Street
Salinas, 93901 Phone: 449-2438
Oliver Hockman

Santa Rosa, 95404 1739 Fourth Street
Stanley J. Pierce Phone: 545-0406, -0407

(Counties: Lake,
Marin, Mendocino,
Napa and Sonoma)

Stockton, 95201 31 E. Channel St., Rm. 168
Gus Phillips P.O. Drawer 150
Phone: 464-7685

(Counties: Calaveras,
Mariposa, Merced, San
Joaquin, Stanislaus
and Tuolumne)

Yuba City, 95991 477 Ainsley Avenue
Willis M. Hinote Drawer R
Phone: 743-9251

(Counties: Butte,
Colusa, Glenn, Nevada,
Plumas, Sierra, Sutter
and Yuba)

SOUTHERN DIVISION

Headquarters - 117 East Colorado Blvd., Rm. 418
Pasadena, 91101
John J. Canny
Assistant Director - Phone: 449-4210
684-2217

District Offices:

<u>Bakersfield</u> , 93303 L. W. Hubbard	221 Chester Avenue P.O. Box 2125 Phone: 327-1478	(Counties: Inyo, Kern and Mono)
<u>Crenshaw</u> Kermit Q. Greene	3742 W. Santa Barbara Ave. Los Angeles, 90008 /Rm. 208 Phone: 295-8107	(Southern and Western parts of Los Angeles County)
<u>El Monte</u> , 91731 Gordon Kelly	11350 E. Valley Blvd., Rm. 200 Phone: 443-9479, 283-2004 -9470	(Northeastern part of Los Angeles County)
<u>Hollywood</u> Leonard Collen	320 N. Vermont Ave., Rm. 400 Los Angeles, 90004 Phone: 620-4264, 620-3670	(Central part of City of Los Angeles)
<u>Long Beach</u> , 90807 James F. Meehan	3646 Long Beach Blvd. Phone: 424-0941, 636-6406	(Southeastern part of Los Angeles County)
<u>San Bernardino</u> , 92401 George P. Reece	303 W. Third St., Rm. 146 Phone: 888-9236	(Counties: Riverside and San Bernardino)
<u>San Diego</u> , 92101 Leslie L. Case	1350 Front St., Rm. 3056 Phone: 232-4361	(Counties: Imperial and San Diego)
Branch Office <u>El Centro</u> , 92244 William C. Elledge	Valley Plaza Building, Rm. 229 1681 West Main Street P.O. Box 138 Phone: 352-5433	
<u>Santa Ana</u> , 92706 John A. Kelly	1629 W. 17th St., Rm. 4 Phone: 542-4741	(Orange County)
<u>Santa Barbara</u> , 93102 Joseph Wofford	411 E. Canon Perdido, Rm. 12 P.O. Box 698 Phone: 966-9155	(Counties: San Luis Obispo, Santa Barbara and Ventura)
Branch Office <u>San Luis Obispo</u> 93401 C. H. Sutherland	Anderson Hotel, Rms. 210-212 955 Monterey Street Phone: 543-7183	
<u>Van Nuys</u> , 91405 Fred Willett	6931 Van Nuys Blvd., Rm. 306 Phone: 786-5301, 873-1134 -1146	(North and North- western parts of Los Angeles County)

CALIFORNIA DISASTER OFFICE

ALTERNATES
TO THE
DIRECTOR:

1. R. DALE DeSTAFFANY, Deputy Director
2. RALPH W. HILTON, Chief
Fiscal and Administration Division
3. HAROLD P. BOWHAY, Chief
Fire and Rescue Division
4. WAYNE A. KRANIG, Chief
Law Enforcement Division
5. EVERETT F. BLIZZARD, Chief
Planning and Operations Division
6. JOHN W. HOPKINS
Federal Financial Programs Officer
7. GORDON C. LARKIN, Jr.
Federal Financial Programs Officer

California Disaster Office
P. O. Box 9577
Sacramento, California 95823
916-421-4990

REGIONAL
OFFICES:

REGIONS I AND VI

Region I includes counties of Los Angeles, Orange,
San Luis Obispo, Santa Barbara, and Ventura.

Region VI includes counties of Imperial, Inyo, Mono, Riverside,
San Bernardino, and San Diego.

Regional Manager, Regions I and VI
California Disaster Office
State Office Building, Room 19
107 South Broadway
Los Angeles, California 90012
213-620-5607

REGION II

Region II includes counties of Alameda, Contra Costa, Del Norte,
Humboldt, Lake, Marin, Mendocino, Monterey, Napa,
San Benito, San Francisco, San Mateo, Santa Clara,
Santa Cruz, Solano, and Sonoma.

WILLIAM W. WARD, Jr., Regional Manager
Region II, California Disaster Office
3304 Joaquin Miller Road
Oakland, California 94602
415-531-2233

CALIFORNIA DISASTER OFFICE

REGIONS III AND IV

Region III includes counties of Butte, Colusa, Glenn, Lassen, Modoc, Plumas, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, and Yuba.

REGION IV includes counties of Alpine, Amador, Calaveras, El Dorado, Nevada, Placer, Sacramento, San Joaquin, Stanislaus, and Tuolumne.

LYNN E. ROBERTS, Regional Manager
Regions III and IV, California Disaster Office
33 County Center Drive
Oroville, California 96965
916-534-1414

REGION V

Region V includes counties of Fresno, Kern, Kings, Madera, Mariposa, Merced, and Tulare.

NATHAN S. HENDERSON, Jr., Regional Manager
Region V, California Disaster Office
2550 Mariposa Street, Room 181
Fresno, California 93721
209-488-5111

ADDRESS INDEX

William B. Beach, Jr., M.D., Deputy Director
Division of Local Programs
Department of Mental Hygiene
744 P Street
Sacramento, California 95814

REGIONAL OFFICE OF THE DIVISION OF LOCAL PROGRAMS:

Northern California Regional Office
2817 "O" Street
Sacramento, California
Tel: (916) 445-9306

Donald T. Brown, M.D., Regional Mental Health Director
Greater Bay Area Regional Office
3330 Geary Blvd., Room 307
San Francisco, California 91148
Tel: (415) 557-0770

H. Edward Beaghtler, M.D., Regional Mental Health Director
San Joaquin Valley Regional Office
2550 Mariposa Street, Room 4000
Fresno, California 93721
Tel: (209) 488-5592

James N. Hood, M.D., Regional Mental Health Director
Los Angeles Regional Office
6399 Wilshire Blvd., Room 414
Los Angeles, California 90048
Tel: (213) 653-8670

Dan Palmer, M.D., Regional Mental Health Director
Southern California Regional Office
2215 North Broadway
Santa Ana, California 92706
Tel: (714) 547-8291

WATER RESOURCES CONTROL BOARD

JEROME B. GILBERT, Executive Officer
State Water Resources Control Board
1416 Ninth Street, Room 1140
Sacramento, California 95814
Phone Number: 916 - 445-3085

DAVID C. JOSEPH, Executive Officer
California Regional Water Quality
Control Board, North Coast Region
1739 Fourth Street (P. O. Box 1436)
Santa Rosa, California 95404
Phone Number: 707 - 545-2620

FRED H. DIERKER, Executive Officer
California Regional Water Quality
Control Board, San Francisco Bay Region
364 - 14th Street
Oakland, California 94612
Phone Number: 415 - 464-1255

KENNETH R. JONES, Executive Officer
California Regional Water Quality
Control Board, Central Coast Region
1108 Garden Street
San Luis Obispo, California 93401
Phone Number: 805 - 543-5671

RAYMOND M. HERTEL, Executive Officer
California Regional Water Quality
Control Board, Los Angeles Region
205 So. Broadway, Suite 408
Los Angeles, California 90012
Phone Number: 213 - 620-4460

CHARLES T. CARNAHAN, Executive Officer
California Regional Water Quality
Control Board, Central Valley Region
2424 - 16th Street
Sacramento, California
Phone Number: 916 - 445-2575

JOHN T. LEGGETT, Executive Officer
California Regional Water Quality
Control Board, Lahontan Region
407 West Line Street
Bishop, California 93514
Phone Number: 714 - 873-4254

ARTHUR SWAJIAN, Executive Officer
California Regional Water Quality
Control Board, Colorado River
Basin Region
81-713 Highway 111 (P.O. Drawer I)
Indio, California 92201
Phone Number: 714 - 347-1397

RICHARD A. BUEERMANN, Executive Officer
California Regional Water Quality
Control Board, Santa Ana Region
6848 Magnolia Avenue
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