

COMPLETING THE BILL ANALYSIS FORM

0543

(No.1 January 1998)

The following guidelines are to be used in completing the bill analysis form. No other format will be accepted by the Resources Agency.

When preparing an analysis, keep in mind that you are writing to the Governor. Be brief, clear and objective, avoiding technical jargon. When referencing legislative code sections remember to describe the section. A code reference without an explanation is of no value because the readers will most likely not know what is in the section.

Talk to persons and organizations involved or affected by the bill to determine what the bill is attempting to accomplish as well as its technical aspects (i.e., sponsor, advocates, outside organizations, other state departments/agencies). Complete the bill analysis form as follows. **See *Sample Bill Analysis* ([see exhibit](#)).**

DEPARTMENT

Forestry and Fire Protection (CDF).

AUTHOR

Indicate the name of the legislator carrying the bill. If more than two authors are shown, indicate the name of the principal author, et al. (i.e., Senator Barry Keene, et al.).

BILL NUMBER

Indicate the appropriate house and number of the measure. It is extremely important to indicate the correct house (e.g., ASSEMBLY = AB 1234, SENATE = SB 123).

SPONSORED BY

Indicate the department or organization sponsoring the legislation. If the sponsor is the bill's author, leave this space blank; however, do state that the author is the sponsor in the Specific Findings/History and Sponsorship section. Call the Office of Legislation for help in obtaining this information.

RELATED BILLS

Indicate the bill number of current session bills which are closely related to, or are in conflict with, the bill being analyzed. Also indicate the bill number and year of related prior session bills, if known.

AMENDED DATE

Identify the version of the bill being analyzed by the date of the amendment. The last amendment date is always shown at the very top of the bill. It is important that the correct amendment date is indicated. If analyzing the bill as introduced, indicate date of introduction (i.e. *As Introduced 2/2/97*).

SUBJECT

Indicate the specific subject which the bill addresses as stated at the top of the bill. **See ANATOMY OF A BILL** ([see exhibit](#)).

A. SUMMARY

Give a factual outline in nontechnical language of what the bill does, but do not use or restate the Legislative Counsel's Digest. This statement should identify the main objective of the bill. Try to keep the summary brief--one or two sentences.

B. SPECIFIC FINDINGS

1. **History and Sponsorship**: If unknown, call the Office of Legislation. List any related bills.
2. **Existing Law**: What is presently being done in this area and by what agency (i.e., state, federal, local, private), and under what authority (i.e., statutes, administrative, regulation, etc.)?
3. **Changes in Law Provided by This Bill**: What will occur if the bill being analyzed is enacted into law? Is this an improvement over the current method? It is important to focus on what impact the proposed changes will have on CDF's organization and programs. Don't rely on the Legislative Counsel's Digest. It is often inadequate.
4. **Discussion**: Discuss the pros and cons of the bill. Justify your arguments--back them up with facts. Include other organizations' supporting or opposing arguments (briefly, one or two sentences). If the bill establishes a new program or expands an existing program, does a need exist to accomplish the objectives of the bill? Will the legislation, if enacted, meet the need?

Are alternatives available which might better meet the need or produce the same results? Is the objective of the bill consistent with those of the department, Resources Agency, and the administration?

C. **FISCAL IMPACT**

If the bill has no fiscal effect, make appropriate statement (i.e., This bill has no fiscal impact on the department).

CDF's Budget Office must review and approve each bill analysis. Contact the budget analyst reviewing your bill to discuss its fiscal implications before preparing the analysis. The following guidelines should be considered when analyzing a bill's fiscal impact:

- Determine if the bill will result in increased costs or savings, and, if so, whether to the state, county, city or private industry.
- Will the cost be to the state General Fund or a special fund?
- Is this a one-time or ongoing cost? Are there escalating future costs?
- How many PYs and what classifications are needed to carry out the legislation? List any special needs or equipment over and above normal operating expense for positions.

If the bill involves increased departmental costs not funded in the budget or by an appropriation in the bill, indicate if the additional cost can be absorbed by the department within its existing budget, or if the department will be required to request an increase in future budgets. Identify new positions associated with the increased cost (PYs).

D. **ECONOMIC IMPACT**

Provide possible economic impacts to local government(s), the federal government, the public, and any other interest groups.

E. **RECOMMENDATION** - Insert the recommendation in bold capital letters (i.e., **SUPPORT**).

1. **Reasons for Position:** Indicate the recommended position and provide a brief summary explaining the reason for the position as outlined in detail in the discussion section of the analysis. It should be noted that although a certain position may be recommended, that recommendation does not necessarily determine the final approved position.

Many factors, including administrative policy, may influence the final approved position that the department takes on a particular bill.

2. **Proponents:** List departments or organizations that have gone on record to officially support the bill.

3. **Opponents:** List departments or organizations that have gone on record to officially oppose the bill, or potentially could oppose it.

Contact the Office of Legislation to verify the proponents and opponents.

The following sections are located at the bottom of the first page of the analysis form:

For Information Contact: Carol Williams Bryant, Chief, Office of Legislation, (916) 653-5333

Date: *Indicate the date the analysis was prepared.*

Prepared by: *Indicate the name and title of the person who prepared the analysis.*

DEPARTMENTS THAT MAY BE AFFECTED Indicate, if known, other state departments which may also be affected by this bill.

STATE MANDATE Check this block if this bill would be part of a state mandated program.

GOVERNOR'S APPOINTMENT Check this block if this bill would either involve or affect a Governor's appointed position.

DEPARTMENT DIRECTOR POSITION Place an "X" next to the appropriate recommended position on this measure. The following terms will be used to indicate positions concerning legislation:

NOTE: CDF is very concerned with legislation which will have an adverse impact on the department's organization or programs. These bills should be analyzed on a first-priority basis to gain critical information for decision making.

Oppose (O)

This position should be recommended if the bill is inconsistent with program objectives of the department and the administration, or is not necessary or desirable, and if passed by both houses, would require a request to the Governor for a veto. The department would take direct action to prevent enactment of this bill through testimony before committees and discussions with the author and other legislators.

Oppose, Unless Amended (OUA)

If the bill as drafted is bad legislation but could be supported if handled another way, recommend this position and specify the amendments necessary to remove opposition. See *Sample Proposed Amendment* ([see exhibit](#)).

NOTE: CDF needs to support legislation which will have a positive effect on the department's organization or programs. These bills should be analyzed on a second highest priority basis; it is important that the department provide a comprehensive assessment of this legislation.

Support (S)

CDF will recommend a Support position if the bill is consistent with program objectives of the department, agency, and the administration. The department would take direct action to obtain enactment of the bill through testimony before committees and communicating with legislators.

Support, If Amended (SA)

If a bill is basically good legislation and we could live with it but some amendments would better accomplish its intended purpose, recommend this position and specify the necessary amendments. See *Sample Proposed Amendment* ([see exhibit](#)).

Neutral (N)

Listed below are several examples of reasons for recommending a neutral position on a bill:

- If the bill is of limited concern or has no major impact to the department.
- If a bill reflects sound public policy and does not adversely affect the department and, therefore, the department does not need to take a lead position on the bill.
- If a bill involves the department's area of responsibility, but has little or no effect on programs, level of service, or funding.

NOTE: Sometimes the Governor's Office will give the department a Neutral position because they do not want to be tied to a specific position for a period of time. The department would not testify before committees on a Neutral position.

Neutral, If Amended (NA)

Recommend this position if the department has concerns about some aspect(s) of this bill, but could live with the bill as drafted. If addressed by way of an amendment, the department would take a neutral position. Specify the necessary amendments. **See *Sample Proposed Amendment* ([see exhibit](#)).**

No Position (NP)

Although the department may recommend a different position on a bill, the Governor's Office does occasionally direct CDF to state "No Position".

No Analysis Required (NAR)

Occasionally, the Resources Agency or the Governor's Office will ask for an analysis of a bill that has no effect on the department. This designation is used to convey that there is no impact on the department. **See *Sample No Analysis Required [NAR]* ([see exhibit](#)).**

Defer

This designation is used when a bill has some impact on the department, but another department or agency would be the logical lead on the issue (i.e., the Department of Finance for statewide fiscal issues). Indicate name of department.

DEPARTMENT DIRECTOR and **Date:** Leave blank. This is where the Director or designee will sign and date the analysis.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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