

# MEMORANDUM

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COUNTY ADMINISTRATIVE OFFICE  
INTERGOVERNMENTAL & LEGISLATIVE AFFAIRS  
DIVISION



November 9, 2017

**TO:** Legislative Committee  
**FROM:** Annette D'Adamo, Management Analyst III

**RECOMMENDATION:**

Receive reports, provide direction, and consider a recommendation to the Board of Supervisors to approve:

- a. 2017-18 Legislative Program Update; and
- b. 2018 Strategic Grant Services Program

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The County Administrative Office – Intergovernmental and Legislative Affairs (IGLA) Division is charged with the development and execution of the County's Legislative Program and Strategic Grant Services Program. Each year, IGLA staff works with County departments to develop these programs in order to reflect the interests and priorities of the Board of Supervisors. Once the programs are drafted, they are reviewed by the Legislative Committee, which provides direction regarding desired changes, and considers a recommendation to the Board of Supervisors to approve the program documents. Staff recommends that the Legislative Committee take these actions today, so that the Board of Supervisors may consider adoption of these recommendations at their December 5, 2017 meeting.

**Alignment with Board of Supervisors Strategic Initiatives:** The 2017-18 Legislative Program and 2018 Strategic Grants Services Program are organized in alignment with the Board of Supervisors Strategic Initiatives (Economic Development, Administration, Health and Human Services, and Public Safety) in order to report on the comprehensive efforts undertaken by both programs in the advancement of Board priorities. This alignment assists IGLA staff and the County's legislative advocates and grant consultants to maximize the impact of their efforts. Together the programs seek to impact funding opportunities from state and federal budget authorizations – which translate into available funding opportunities for local projects and programs.

**2017-18 Legislative Program Update**

The 2017-18 Legislative Program was adopted by the Board of Supervisors on 12/6/16. The Legislative Program is a two-year program designed to correspond with the two-year legislative cycles of the state and federal legislatures. We are now half way through the legislative cycle and recommend that the Legislative Program be updated to reflect the County's positions on issues which may arise in the second half of the legislative sessions.

The Legislative Program update was developed in close collaboration with County departments and the

County's state and federal legislative advocates (Nossaman LLP) in order to represent the County's state and federal legislative interests. Once adopted by the Board, the Legislative Program update will provide authority and guidance regarding the County's legislative efforts – enabling actions to be quickly taken to protect or defend the County's interests in our state and national capitals. The Program contains three (3) major sections:

1. *Legislative Principles:* Which provide broad direction and authority to IGLA staff and the County's legislative advocates to advance the County's interests.
2. *Legislative Priorities:* Which define the priority interests and concerns of the County and include descriptions of each issue along with key objectives to guide advocacy efforts.
3. *Policies Governing Legislative Activities:* Which provide guidelines for the Board of Supervisors, IGLA staff, County legislative advocates, County departments, County advisory board and commissions, and County employees regarding acceptable legislative and politicalactivities.

### **2018 Strategic Grant Services Program**

Once adopted by the Board, the Strategic Grant Services Program provides authority and guidance regarding the efforts of IGLA staff and the County's grant consultants (Nossaman LLP) in the pursuit of grant funding for the County's highest priority projects. The Program contains three (3) major components:

1. *Work Plan:* A result of close collaboration with County departments, the Work Plan identifies priority projects and funding sources to guide efforts over a 12-month period. The Work Plan is designed to be flexible to adjust to the County's changing priorities, and leaves 20% of Program capacity unallocated in order to take advantage of new or unanticipated funding opportunities.
2. *Grant Needs Inventory:* A comprehensive inventory of County projects which require a source of grant funding developed in consultation with the Board and department heads. This all-inclusive listing guides the research of IGLA staff and the County's grant consultants.
3. *Policies Governing Program Activities:* Which outlines the roles of the Board of Supervisors, IGLA staff, the County's grant consultants, and County departments in the execution of the Program.

**THANK YOU** to the Legislative Committee, County department heads/staff, the County's legislative advocates and grant consultants (Brent Heberlee, Jennifer Capitolo, and Ashley Walker with Nossaman LLP), and IGLA staff (Nick Chiulos, Paul Hierling, and Karina Bokanovich) for their contributions to the 2017-18 Legislative Program Update and 2018 Strategic Grant Services Program.

#### **Attachments:**

- 2017-18 Legislative Program Update
- 2018 Strategic Grant Services Program