

# MEMORANDUM



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## COUNTY ADMINISTRATIVE OFFICE INTERGOVERNMENTAL & LEGISLATIVE AFFAIRS DIVISION

**DATE:** October 14, 2019

**TO:** Legislative Committee

**FROM:** Annette D'Adamo, Management Analyst III

**SUBJECT:** 2020 Legislative Program and Strategic Grant Services Program Updates

**RECOMMENDATION:** Consider approval and provide direction on process and timeline for 2020 Legislative Program and Strategic Grant Services Program development/updates.

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In the fall of each year, the County Administrative Office – Intergovernmental and Legislative Affairs (IGLA) Division works with County departments, the County's state and federal legislative and funding advocates (Nossaman LLP & Ballard Spahr LLP), under the direction of the Board's Legislative Committee, on updates to the Legislative Program and Strategic Grant Services Program. The proposed process and timeline for these updates is included below.

However, if the Legislative Committee directs staff to plan a Legislative Workshop in December with the County's state and federal legislators and County department heads, as we did last year, the timeline will need to be accelerated in order to gain Board approval on priorities prior to that workshop.

This report seeks direction from the Committee on the program updates and possible Legislative Workshop in order to finalize the timeline.

### **Proposed Process / Timeline for Program Adoption**

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| <b>October 14, 2019</b>  | <b>Legislative Committee</b> <ul style="list-style-type: none"><li>- Approve and provide direction on process and timeline</li></ul>   |
| <b>Oct.-Nov. 2019</b>    | <b>IGLA, State and Federal legislative and funding advocates meet with Board Members and department heads</b> <ul style="list-style-type: none"><li>- Discuss legislative and grant priorities</li><li>- Discuss proposals for County sponsored legislation or budget requests</li></ul>   |
| <b>November 12, 2019</b> | <b>Legislative Committee</b> <ul style="list-style-type: none"><li>- Update to Legislative Committee</li><li>- Report on requests for County sponsored legislation or budget requests</li></ul>  |
| <b>December 10, 2019</b> | <b>Legislative Committee</b> <ul style="list-style-type: none"><li>- Update to Legislative Committee</li><li>- Review and discuss first drafts of program documents</li></ul>  |
| <b>January 2020</b>      | <b>Legislative Committee</b> <ul style="list-style-type: none"><li>- Receive direction and consider recommendation to the Board of Supervisors for approval of the 2020 Legislative Program and Strategic Grant Services Programs</li></ul>  |
| <b>January 2020</b>      | <b>Board of Supervisors</b> - Consider recommendation from Legislative Committee to: <ul style="list-style-type: none"><li>- Approve 2020 Legislative Program and Strategic Grant Services Program</li><li>- Receive annual reports from Nossaman LLP and Ballard Spahr LLP regarding 2019 state and federal legislative and advocacy efforts.</li></ul> |