

**LEGISLATIVE PROGRAM**  
**POLICIES GOVERNING LEGISLATIVE ACTIVITIES**

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Monterey County recognizes the need to advocate its interests in Sacramento and Washington D.C. The Board of Supervisors annually sets forth a Legislative Program, which is executed by the County Administrative Office – Intergovernmental & Legislative Affairs Division (IGLA), under the direction of the Board’s Legislative Committee and with the assistance of the County’s state and federal legislative advocates. To this end, the following protocol shall be followed:

**I. Board of Supervisors**

- a. **Policy Direction:** As the elected legislative body charged with making policy decisions for Monterey County, the Board of Supervisors shall direct the County’s legislative efforts through the annual adoption of a Legislative Program in alignment with the Board’s Strategic Initiatives, or via subsequent Board direction.
- b. **Legislative Committee Roles & Responsibilities:** The Board of Supervisors’ Legislative Committee shall provide direction, recommendations, and guidance related to the execution of the Legislative Program as outlined in the Legislative Committee Roles and Responsibilities. The Legislative Committee Chair shall approve Legislative Committee meeting agendas.
- c. **Board Referral of Legislative Items:** Board members may refer items to the Legislative Committee for review and recommendation to the Board of Supervisors. Referred items shall be sent to IGLA staff, who shall obtain the approval of the Legislative Committee Chair prior to adding referred items to a meeting agenda.
- d. **Individual Board Member Legislative Positions:** Members of the Board of Supervisors may, as individual members, publicly state their position on issues – but may not state that their position is that of the Board of Supervisors or Monterey County unless the issue is in the Legislative Program, or has come before the Board and received approval by a majority of its members.
- e. **Ballot Initiatives:** The Board of Supervisors may consider positions on ballot initiatives once qualified, and upon the review recommendation of the Legislative Committee.
- f. **Representation on the California State Association of Counties (CSAC) Board of Directors:** The Board of Supervisors shall nominate Board members represent Monterey County as director and alternate to the California State Association of Counties (CSAC) Board of Directors. As the County representative the director or alternate shall render votes consistent with the Legislative Program or subsequent majority action by the Board of Supervisors. Issues not addressed shall, if time permits, be reviewed for recommendation by the Legislative Committee, or if time is of the essence, be sent directly to the Board for consideration. The CSAC director or alternate shall report actions taken at the CSAC Board of Directors meetings to the Legislative Committee.

**II. County Administrative Office: Intergovernmental & Legislative Affairs Division (IGLA)**

- a. **IGLA Role:** IGLA staffs the Legislative Committee and develops and executes the County’s Legislative Program which provides authority to undertake legislative advocacy efforts on behalf of the County. IGLA staff serves as Board’s independent legislative analyst, serving under the policy direction of the Board, and reporting to the County Administrative Officer.
- b. **Legislative Monitoring & Advocacy:** IGLA has responsibility to identify and monitor state and federal bills of interest to Monterey County, and to attempt to influence the legislative process in furtherance of the County’s interests under the guidance of the Legislative Committee and in

coordination with County departments and the County's state and federal legislative advocates. IGLA shall maintain a list of monitored bills along with bill status, and County actions taken.

- c. Legislative Contracts: IGLA administers the contracts and directs the activities of the County's state and federal legislative advocates.
- d. Communication: IGLA provides the primary communication link between the Board of Supervisors, County departments, and the County's state and federal legislative advocates regarding the County's legislative objectives.
- e. Program Direction & Authority: IGLA direction and authority is provided by the Board of Supervisors annually adopted Legislative Program and subsequent Board direction. IGLA shall seek authorization from the Board of Supervisors prior to acting on items not included in the Legislative Program.
- f. Bill analysis: IGLA shall, in coordination with department experts, and the County's legislative advocates, analyze bills that have potential impacts to the County.
- g. Correspondence & Lobbying: IGLA shall attempt to impact legislative outcomes through correspondence or lobbying as authorized under the Legislative Program or at the direction of the Board of Supervisors or Legislative Committee. Copies of legislative correspondence shall be provided to Board offices and the Clerk of the Board.
- h. Testimony: IGLA shall, in coordination with department experts, members of the Board of Supervisors, and the County's legislative advocates, provide testimony on legislative initiatives as appropriate.
- i. Grants Funding Advocacy: IGLA shall actively support the efforts of the Strategic Grant Services Program, which aims to obtain grant funding for priority projects identified by the Board of Supervisors. Legislative efforts will attempt to increase federal and state program funding which if authorized will translate into increased County funding opportunities.
- j. Grant Support Letters: IGLA will facilitate letters of support of County grant applications from the Board of Supervisors or the County's legislative delegation as requested by County departments, or from outside agencies when the project is in alignment with County interests.

### **III. County Departments**

- a. Request for County Sponsored Legislation: Departments wishing to submit legislative proposals shall submit appropriate materials to IGLA in order to schedule review and recommendation by the Board's Legislative Committee.
- b. Request for County Action on Legislation: Departments shall contact IGLA staff to determine if legislative items fall under the authority of the Legislative Program, and if so work with IGLA staff to develop a position letter from the Board.
- c. Department Legislative Activities: Departments shall not take actions in conflict with the positions of the Board of Supervisors, Legislative Program, or subsequent Board action. Departments shall keep the Board informed of legislative activities by informing IGLA staff and reporting to the Legislative Committee.
- d. Department Impacts: Departments shall alert IGLA staff when they become aware of legislation which may have an impact on department funding and/or operations.

- e. Contract Legislative Advocates: County departments shall inform the Board of Supervisors through IGLA staff of any contract legislative advocates hired.
- f. Positions on Non-Legislative Matters: Departments may take positions on non-legislative matters that affect department operations (procedural/technical).
- g. Legislative Correspondence by Appointed Department Head: County departments may, under their appointed department head's signature, transmit legislative correspondence on issues in alignment with the Legislative Program or subsequent action by the Board of Supervisors. Departments shall copy IGLA staff on all such correspondence for distribution to the Board and the County's state and/or federal legislative advocates.
- h. Legislative Correspondence by Elected Department Head: Elected County officials may as individuals, or on behalf of their department, transmit letters or make public their position on legislative issues. Departments shall not state their position as being that of the County unless it is included in the Legislative Program or subsequent action by the Board of Supervisors. Elected officials are requested to copy IGLA staff on all such correspondence for distribution to the Boards and the County's state and/or federal legislative advocates.
- i. Testimony: County departments shall inform the Board of Supervisors if they are providing testimony on legislative matters by informing the IGLA staff.
- j. Meetings: County departments shall inform the Board of Supervisors if they are meeting with the County's legislative advocates, legislators, and/or legislative or committee staff by informing the IGLA staff.
- k. Grant Support Letters: County departments shall contact IGLA staff to solicit appropriate support from federal and state legislators and others as appropriate for high priority County grant applications prior their submission.

#### **IV. Legislative Advocacy by County Advisory Boards and Commissions**

- a. Coordination with County Department: Advisory boards and commissions of the Board of Supervisors shall make legislative recommendations through their respective County departments.
- b. Legislative Correspondence: Advisory boards and commissions of the Board of Supervisors shall provide copies of all correspondence they initiate on legislative items to the Board of Supervisors by providing copies to IGLA staff.
- c. Legislative Actions or Advocacy: All legislative actions or advocacy efforts undertaken by advisory boards and commissions of the Board of Supervisors shall be in alignment with the Board of Supervisors Legislative Program, or subsequent Board Action.

#### **V. Legislative Program Development**

- a. Development: Each Fall IGLA staff shall begin the process of development of the Legislative Program for the next calendar year. IGLA shall solicit input on the Program from Board Members and County departments.
- b. Recommendation & Approval: The draft Legislative Program will be presented to the Board of Supervisors Legislative Committee for review and recommend to the Board of Supervisors. The Board generally considers Program approval in December.

- c. **Distribution:** IGLA staff shall distribute the County's adopted Legislative Program to the Board of Supervisors, County departments, legislative advocates, and legislators. The documents shall also be posted on the County's website.

## **VI. Additional Policies**

- a. **Campaigning & Political Activities:** The County Administrative Officer has set forth guidelines which address campaigning and political activities and the wearing or displaying of political materials by County employees. These guidelines can be found in a memorandum dated 10/28/16 – **EXHIBIT A.**
- b. **Paying for a Legislator's Meals:** County Counsel has addressed the legality of reimbursement of members of the Board of Supervisors or County Department Heads if they pay for a legislator's meals. This guidance can be found in a memorandum dated 5/7/07 – **EXHIBIT B.**

# MEMORANDUM

COUNTY ADMINISTRATIVE OFFICE



**DATE:** October 28, 2016

**TO:** All County Employees

**FROM:** Lew C. Bauman  
County Administrative Officer

**SUBJECT:** Guidelines Regarding Campaigning and Political Activities  
Guidance Regarding Wearing or Displaying Political Materials

## Guidelines Regarding Campaigning and Political Activities

This memorandum sets forth County guidelines regarding campaigning and political activities. It serves as a reminder to employees to respect State and local laws limiting political activity in the workplace. No employee gives up their constitutional rights by joining County service; however, laws designed to ensure the appropriate use of the public resources with which we are entrusted must be observed.

California law prohibits the use of public funds to campaign for or against candidates or ballot measures. Public funds include the use of public employees' paid time, as well as all other County resources (e.g. facilities, cars, phones, copier/fax machines, computers, email, supplies, etc.). State law specifically precludes local agency employees from participating in political activities of any kind while in uniform. Exercising their authority under State law, the Board of Supervisors has established local regulations, which restrict both campaigning during work hours and campaigning on County premises which are included in Chapter 11.53 of the Monterey County Code.

Respecting individual rights, restrictions on public employees' political activities are strictly limited to: (1) conduct during work hours; (2) the use of County property/premises; and (3) conduct while in uniform. No State or local laws should be interpreted as restricting a public employee's participation in lawful political activity which does not involve any of these three elements. In keeping with our focus on customer service, nothing prohibits a County employee at any time from providing public records, objective, unbiased and balanced factual information in response to a citizen's inquiry regarding a ballot measure.

First Amendment rights to free expression are not sacrificed upon assuming public employment with the County. Staff, on personal time, may sign their name to letters, newspaper editorials, or other written documents that advocate political positions. However, to avoid risk of confusion that the name listed in support or opposition of a political issue represents an official position of the County, any statement should clearly indicate that it is the individual's personal view and should not be on County letterhead, or otherwise be represented as an official County endorsement. Careful judgement should be exercised depending upon the circumstances and the

employee's position. Official County editorials, press releases, or official statements should be coordinated with the County Public Information Officer, Maia Carroll, who can be reached at (831) 796-3092.

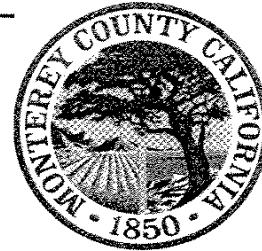
**Guidance Regarding Wearing or Displaying Campaign/Political Materials**

This memorandum further sets forth County guidance with respect to wearing (e.g. clothing, buttons, and badges) or displaying (e.g. signs, bumper stickers) campaign and other political materials while on County time or property. This policy is not intended to apply to collective bargaining activities. Because each individual case must be determined on its own particular facts, the following is intended to be a set of guidelines only.

While on County property, County employees may: (1) wear campaign or other political materials during non-working hours; (2) wear campaign or other political materials during working hours, except in the limited circumstance where the views expressed by the campaign badge or button may be attributed to the County; and (3) display campaign or other political materials on their personal vehicles.

County employees may not: (1) wear campaign or other political materials while wearing a uniform identifying his/her office or position with the County, whether on or off County property; and (2) affix campaign or other political materials on County vehicles.

Public employees have many ways to exercise their right to promote or oppose candidates and ballot measures. The key is to not use the public's time, money, or other resources to do so.



# MEMORANDUM

OFFICE OF THE COUNTY COUNSEL  
COUNTY OF MONTEREY

DATE: May 16, 2007

TO: Members of the Board of Supervisors and Department Heads

FROM: Charles J. McKee, County Counsel

RE: Paying for a Legislator's Meals

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**Issue:** Every Year I am asked a similar question: Can I be reimbursed for the cost of a meal when meeting with a legislator or their aide if we discussed County Business?

**CONCLUSION:** No. Such reimbursements are not proper charges against the County.

**DISCUSSION:** As a general law county, we are only authorized to do what is specified in State law or reasonably inferred there from. California Constitution Art. 11, sec. 1(b). The California Constitution authorizes compensation for County officers In general and California Government Code section 50023 authorizes reimbursement of County expenses for attending meetings with legislators for lobbying purposes. Since Government Code section 50023 allows for reimbursement of actual cost to a County employee for lobbying legislators, one would reasonably think that the cost of the legislator's meals would also qualify as a "reasonably inferred" cost. However, according to the California Attorney General, reimbursement for legislator's meals is not a valid cost because it is not "incident" to the lobbying effort. In other words, County officers can convey the information necessary to affect legislation without buying the meals and therefore it is not reasonably inferred from the lobbying reimbursement statute (section 50023) that legislator's meals should be a proper cost to the County. 66 Ops. Cal. Atty Gen. 186 and 85 Ops. Cal. Atty. Gen. 210. Although an opinion of the Attorney General is not binding on the County, it does carry great weight in Court and therefore we recommend it be followed.

If you have any questions, please contact me or your department representative in my Office.



CHARLES J. MCKEE