

MEMORANDUM

**COUNTY ADMINISTRATIVE OFFICE
COUNTY OF MONTEREY**

DATE: October 10, 2016

TO: Legislative Committee

FROM: Annette D'Adamo, Management Analyst III

SUBJECT: Update on the program and policy development process for the creation of the 2017-18 Legislative Program and the Strategic Grant Services Program

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 programs which reflect the interests and priorities of the Board of Supervisors. Once the programs are drafted they are reviewed by the Board's Legislative Committee, which provides direction regarding desired changes, and recommends adoption of the programs to the Board of Supervisors.

Program development is currently underway and will be brought forward as follows:

- November 14, 2016: Legislative Committee review, direction and recommendation to the Board of Supervisors.
- December 6, 2016: Board of Supervisors considers adoption of the programs.

Below is a summary of what will be presented to the Committee for review and recommendation at its November 14, 2016 meeting:

Legislative Committee Role and Responsibilities Update:

The Legislative Committee Role and Responsibilities were last approved by the Board in November 2011. Due to the creation of the Strategic Grant Services Program (SGSP) and the SGSP's close link with the Legislative Program, it is recommended that the Role and Responsibilities of the Committee be amended to indicate that the Board will approve the annual SGSP Work Plan and the Legislative Committee will receive reports and provide direction regarding SGSP activities on a routine basis.

Policies Governing Legislative Activities:

The Policies Governing Legislative Activities were last adopted by the Board in November 2011. It is recommended that minor changes be incorporated into the document to align the policies with current practices and to create appropriate linkages between Legislative Program and SGSP activities.

Strategic Grant Services Program Policies:

Currently no official SGSP policies exist. It is recommended that policies be developed in order to provide an official process for IGLA staff to interact with County departments and other partners in the execution of the SGSP.

Alignment with Board Strategic Initiatives:

Efforts are being undertaken to align program documents and reports for both the Legislative Program and the SGSP under the five (5) Strategic Initiatives of the Board of Supervisors. By doing so staff will be able to more accurately report on the comprehensive efforts undertaken by both programs in the advancement of the Board's priorities.

Creating Links Between the Legislative Program and the Strategic Grant Services Program:

Wherever possible we are creating linkages between the Legislative Program and the SGSP in order to maximize the impact of the County's legislative advocacy and grant funding advocacy efforts. Together the programs seek to impact funding opportunities from state and federal budget authorizations all the way through funds becoming available to the County via budgetary or grant funding opportunities. Wherever possible, grant funding priorities will be reflected within the Legislative Program document.

SGSP Needs Inventory:

The SGSP Needs Inventory is a comprehensive listing of project and program needs which have been identified by County departments. The Needs Inventory is a living document and is used to research possible funding opportunities on an ongoing basis.

SGSP Work Plan:

A draft SGSP Work Plan is under development which outlines anticipated program activities for 2017. The Work Plan is being designed with flexibility in mind in order to shift priorities dependent on funding availability for priority projects.

SGSP Historic Grants Tracker:

The SGSP History Grant Tracker provides a comprehensive listing of grant activities undertaken since the inception of the SGSP. Following its presentation to the Legislative Committee and Board it will be incorporated into the annual report on the SGSP program.