



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

April 15, 2005

To: All Department Heads

From: David E. Janssen
Chief Administrative Officer

**PROCEDURES FOR DEVELOPMENT AND REPRESENTATION OF COUNTY'S
LEGISLATIVE POLICY AND POSITIONS**

This memorandum is to review and update the procedures for the development of County policies and positions on legislation, and advocacy of County interests. This effort relies on close coordination and collaboration among the Chief Administrative Office (CAO), departments, and other County organizations.

Development of Legislative Policy Recommendations

The CAO presents the State and Federal Legislative Agendas for Board approval at the beginning of each two-year legislative session. The Agendas include proposals for legislative policies and goals. To be responsive to changing circumstances and new concerns, each year the Agendas are revised according to legislative actions, new Board priorities, changes in the fiscal outlook, and specific departmental requests. The Agendas serve to focus the County's legislative representatives in advocating the County's interests in Sacramento and Washington, D.C.

County departments are asked to work with the Intergovernmental Relations Branch (IGR) of the CAO in developing legislative policies for the State and Federal Agendas and to submit their policy recommendations to IGR. Recommendations are also obtained from Board offices, the County's legislative representatives and the Legislative Strategist as well as task forces, working groups, commissions and advisory bodies.

Seeking a Board Position

Existing Policies and Positions – When a recommended position is consistent with existing County policy or a specific existing position on an issue, as adopted in either the State or Federal Agenda, the Board will be notified through a State or Federal Legislative Update memorandum. Legislative updates, issued by the CAO on an

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as-needed basis, provide the Board with an overview of recent legislative actions, the current status of legislation of interest to the County, and any new legislative positions that the County will be pursuing based on current policy. Once an update has been sent to the Board, County officials may represent the County's interests in Sacramento and Washington, D.C.

County committees, commissions, and other advisory bodies should submit their legislative recommendations to the CAO for review to determine if they are consistent with County policy. The CAO will provide a copy of this review for attachment to the advisory body's document.

New Policies and Positions – If existing policy is not applicable to a particular bill, a Board letter is prepared by the CAO in coordination with affected departments. The analysis of the bill includes the comments and recommendations of affected departments or advisory bodies, and the CAO's recommended position. The letter is placed on the Board Agenda and, if approved, is added to the County's existing policies.

If a Board member places a motion on the Agenda recommending a position on legislation, it is the responsibility of the CAO and affected departments to produce a Board memorandum on the impact of the motion. When the motion is approved, the position is added to the County's Legislative Agenda.

Responsiveness to Board Agenda Items

The CAO provides recommendations to the Board on Agenda items affecting legislation and other policy issues. It is particularly important that departments provide their assessment of proposed legislation and budget items to my office. In our reports, we provide estimates of County and departmental impact, cite departmental recommendations on legislation and policy issues, state when we concur with a department's recommendations and whether the recommendation is consistent with existing Board policy. In most cases, my office is able to obtain general information on proposed legislation, however, we do rely on the special expertise of departments for information on programmatic and fiscal impact.

Special attention is required when legislative items are on the Board's Tuesday Agenda. Please ensure that you provide your CAO analyst with Agenda related information by 12 noon on Friday for items on the Regular Board Agenda. For items on the Supplemental Agenda (Green Sheet), the deadline is 9:30 am on the Monday before the Board's Tuesday regular meeting. It is our intention to provide the Board with Agenda memos no later than 12 noon on the day before Board meetings.

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If we do not receive the requested information by the deadlines, it will be noted in the memo to the Board. This may require departments that are closed on Friday to make special arrangements to comply with this request. It will also require close coordination with our office, affected departments, Board offices, and the Executive Office to identify legislative agenda items that may be placed on the Green Sheet as early as possible and immediately begin the analysis.

Advocacy of the County's Interests

Designated officials and staff represent the County's interests in Sacramento and Washington, D.C. based upon Board-approved legislative policies and bill positions. This also applies to legislation pursued by professional associations and written correspondence. To ensure coordination, especially with the Sacramento and Washington, D.C. advocacy offices, it is important that County officials and departmental staff advise the Board and this office on plans to attend meetings and hearings prior to events. County departments have been provided with a form to complete and fax to the CAO for this purpose.

Your continued cooperation with these procedures will help to enhance the coordination and effectiveness of our advocacy efforts.

DEJ:GK
MAL:JF:hg/n

c: Each Supervisor
Executive Officer, Board of Supervisors
County Counsel
Departmental Legislative Coordinators