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SEP 3 1991

**SANTA BARBARA COUNTY
AGENDA REPORT**

Agenda Number:

Clerk of the Board of Supervisors
Room 407 105 E. Anapamu Street
Santa Barbara, CA 93101
(805) 568-2240



Department: County Administrator
Agenda Date: 09/03/91
Placement: Administrative
Estimated Time:
Continued Item:

TO: Board of Supervisors
FROM: Charles F. Wagner
County Administrator
STAFF
CONTACT: Jean Silva (3408)
SUBJECT: Legislative Program

C.F. Wagner

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COUNTY OF SANTA BARBARA
CLERK OF THE
BOARD OF SUPERVISORS

RECOMMENDATIONS:

A. O. Recommendation: _____

That the Board of Supervisors:

- A. Approve the Legislative Program description as well as its operating and evaluation procedures.
- B. Appoint two members of the Board to serve on the Legislative Program Committee within two weeks.

DISCUSSION:

As the Legislature enters its last month of the current session, it is time to begin preparations for the 1992 session. The first step in this process is the adoption of the attached Legislative Program description and formation of the Legislative Program Committee. The Legislative Program Committee is charged the following duties:

- o Recommending County legislative positions and County-sponsored legislation for the next session.
- o Recommending to your Board proposed resolution to inter-departmental disagreements on legislative positions.
- o Evaluating the Legislative Program.

The Legislative Program description sets forth the duties of the Committee, the Legislative Representative, Program Staff, County Counsel, and County Departments. It also includes evaluation criteria. The Program Description will provide initial operating guidelines, with subsequent Committee evaluations providing an outline for program improvement.

The attached material was distributed earlier this year to your Board, Department Heads and the Legislative Representative for comments and suggestions. Suggested changes were minimal.

17,374

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Budget Unit: 0130	Current Yr.	Next Year	Concurrences Obtained	Y/N NA
Appropriation Chg.	\$0	\$0	Aud/Controller	N/A
Revenue Chg. "()"-Incr.	0	0	County Counsel	N/A
Inter-Dept Transfer Chg. "()"-Increase	0	0	Risk Manager	N/A
Net Cnty Cost/Reserve Chg.	\$0	\$0	Personnel	N/A
Perm. Positions Chg. (FTE)	0	0	Policy Change	No
Ex. Help/Contract Chg. (FTE)	0	0	Fee Increase	No

A.O. Budget Target Recommendation: _____

cc: Department Heads
Casey Kaneko, Legislative Representative
Santa Maria Valley Chamber of Commerce

SANTA BARBARA COUNTY
LEGISLATIVE PROGRAM

- I. Legislative Program Committee - an advisory body to the Board of Supervisors. Composition: 2 Supervisors or their alternates to be appointed by the Board, Assistant County Administrator, 4 Department Heads to be appointed by County Administrator, and County Counsel as an ad hoc member.
- A. A program of County-sponsored legislation is developed by the Committee with the assistance and upon the recommendations of the Legislative Representative, County departments and Districts. The proposed legislation is recommended to the Board of Supervisors for subsequent review and approval.
- B. A program of legislative positions - a policy document containing directives and priorities for representing the County's interests in the Legislature - is developed by the Committee with the assistance and upon the recommendations of the Legislative Representative, County Departments and Districts. The proposed positions are recommended to the Board of Supervisors for subsequent review and approval.
- C. The Committee considers recommendations presented to it by County departments, and the Legislative Program staff resolves differences and develops strategy aimed at the effective advocacy of County positions on legislation.
- D. The Committee will evaluate the performance of the Legislative Program. The Committee will also meet with County officials and the Legislative Representative periodically to determine if the adopted program and process is effective. Program modifications will be recommended to the Board if deemed necessary.

A primary goal of the evaluation will be to ascertain cost-benefit of the program. Achievement of this goal will be a major factor in determining program success.

II. Legislative Representative

- A. The Legislative Representative will participate in the development of a Legislative Program for the County.

In cooperation with the Legislative Program Committee, the Legislative Advocate will assist in the development of the County's legislative positions. The Advocate will implement the program.

- B. Legislative Workshops will be held.

The Legislative Representative will develop and implement a legislative education program for the employees of the County to better facilitate their understanding and participation in the legislative process.

- C. The Representative will create a presence in Sacramento for the County of Santa Barbara.

Develop relationships with all legislators and appropriate staff so that they are familiar with Santa Barbara's needs and priorities, with emphasis upon the six local delegation members who represent the County.

- D. Implementation of the County's Legislative Program.

The Legislative Representative will monitor the staff work for all County-sponsored legislation and work with County Counsel and/or Legislative staff in its drafting. S/he will participate in the drafting of other bills which impact the County and will advocate the appropriate position. Advocacy on behalf of Santa Barbara County's legislative positions will be given to appropriate committees, lobby members, and staff, as well as to members of the administration.

- E. Monitoring of Pending Legislation

The Legislative Representative will review bill, amendments, histories and files for items of interest to the County. Pending legislation will be tracked and County staff apprised of changes. At the close of the session, a written report outlining the status of those bills deemed important to Santa Barbara County will be submitted to the Board of Supervisors.

- F. Informing/Updating County Officials

The Representative will report on legislation which has been approved by the Governor to affected Department Heads and those individuals responsible for its implementation.

- G. Program Evaluation

The Legislative Representative shall meet with County officials and the Legislative Program Committee periodically to determine if the adopted program and process are effective. Alternatives will be developed if necessary.

- H. Other Representation

Participation in related events such as the CSAC annual conference, legislative meetings of other local governments and the "County Caucus" on an as appropriate basis.

- I. Location

It is understood that most of the work involved in representing the County is done in Sacramento. However, regular visits to Santa Barbara County to develop the program, hold

workshops, meet with the Board of Supervisors and staff will be necessary.

III. County Counsel

- A. Reviews proposals for legislation as requested by the Legislative Committee.
- B. Drafts proposed legislation as requested by the Legislative Committee.
- C. Reviews State legislation as requested by the Legislative Advocate.

IV. Legislative Program Staff

- A. Distributes bills and amendments to affected agencies and departments.
- B. Maintains files on legislation of interest to the County.
- C. Reviews departmental responses on bills for financial or other impacts on the County.
- D. Places items of significant impact or interest on the Board of Supervisors or Legislative Committee agenda.
- E. Prepares and distributes agenda and minutes for Legislative Committee.
- F. Coordinates the legislative testimony of County personnel with the Legislative Representative.
- G. Assists the Legislative Representative, as needed, including but not limited to bill tracking and final report preparation.
- H. Manages the Legislative Program Division Budget.

V. County Departments and Districts

- A. County Departments and Districts are viewed as the key link in the County's Legislative Program and as such, are encouraged to propose, to the Legislative Committee, sponsorship of new legislation on matters of concern to the County.
- B. County Departments and Districts are encouraged to participate in professional associations and to keep the Legislative Program staff apprised of association positions on legislation. County staff who become officers of state-wide professional organizations shall notify the Legislative Program staff of their title and responsibilities.

- C. Legislative Program Staff will refer bills and amendments to affected County Departments. Departments will return an initial evaluation within five working days on the form provided for that purpose.
 - 1. Departments needing more than five working days to respond will notify the Legislative Program staff of the expected response date and expected recommendation.
 - 2. No response from a department in five working days will be presumed to indicate the bill is of no significant impact (however, a written response to that effect is preferred).
 - 3. Oppose or amend positions on legislation should be taken before the bill is heard in the first policy committee.
- D. County Staff and elected officials advocating a legislative position that has not been adopted by the Board of Supervisors shall make that fact known and shall state that they do not speak for the County.
- E. County Staff appearing before the State Legislature shall notify the Legislative Representative (916-327-7531) of the intent to appear. Discussion with the Legislative Representative should be done in advance of the visit, as information may be available that will aid in the efforts. Staff should inform the Representative as to what occurred as a result of your appearance in case s/he is asked about it later.
- F. Each County Department will designate a Departmental Liaison to the Legislative Program. The Departmental Liaison will be responsible for:

Bill Review

- 1. Receiving copies of bills.
- 2. Forwarding of bills to appropriate departmental staff.
- 3. Assuring that reviews are completed in a timely manner.
- 4. Obtaining authorization for proposed positions on bills from the Department Head, and
- 5. Returning the reviews and proposed positions to the Legislative Program staff.

COMMUNICATIONS

1. Serving as the contact person for Legislative Program staff.
 - a. Assisting in obtaining information when the assigned appropriate department staff is unavailable.
 - b. Informing Legislative Representative as to when department staff will be in Sacramento.
2. Providing Legislative Program staff with information about the Department's interests in bills or areas of legislation.
3. Providing adequate feedback to the Legislative Program staff so that the volume of bills does not exceed the departments capacity or interest.

VI. Sacramento Office

- A. County staff having legislative business in Sacramento are welcome to use the facilities of the Sacramento Office (phone, computer, fax). Costs may be JV'd to the originating Department if they are substantial.

PROGRAM EVALUATION

The goal of program evaluation will be to determine the costs, benefits and effectiveness of the program. The program will be evaluated at the conclusion of each legislative session. At that time, a determination will be made whether to continue the program at current service levels, enhance the program, curtail the program or discontinue the program.

The evaluation standards to be utilized include:

Changes in State policy as reflected by statute or regulation which benefit the County.

Dollars obtained for the County as a result, in whole or in part, of program activities. The Program shall be credited with a pro-rata share of dollars attributable to Program efforts.

Dollars not deleted from or mandates not added to County programs as a result, in whole or in part, of program activities. The Program would be credited with a pro-rata share of those costs.

Goods, services, structures or other "non dollar" benefits received by the County as a result of the Program.

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Legislative Program

Relationships established and/or enhanced as a result of the Program which are determined to be of significant long term value to the County.

Knowledge, skills and abilities relating to the legislative process which are developed in County staff as a result of Program training and/or personal consultation.

Enhanced interdepartmental coordination.

The development and maintenance of internal legislative policies and procedures which facilitate efficient effective and coordinated intervention in the legislative process.

The method of evaluating the results achieved will include:

A survey of County Department Heads, the Legislative Representative, Board Members, and the County Legislative delegation to obtain their views of Program value and results.

A written report on results achieved from the Legislative Program.

These materials will be submitted to the Legislative Program Committee for review. That Committee will submit a report and recommendations to the County Administrator, who will in turn report to the Board of Supervisors with findings and recommendations.