



County of Los Angeles CHIEF EXECUTIVE OFFICE

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SACHI A. HAMAI
Chief Executive Officer

Board of Supervisors
HILDA L. SOLIS
First District

MARK RIDLEY-THOMAS
Second District

SHEILA KUEHL
Third District

JANICE HAHN
Fourth District

KATHRYN BARGER
Fifth District

February 16, 2018

To: All Department Heads

From: Sachi A. Hamai
Chief Executive Officer

DEVELOPMENT OF COUNTY ADVOCACY POSITIONS ON LEGISLATION AND BUDGET ITEMS OF INTEREST TO THE COUNTY IN SACRAMENTO AND WASHINGTON D.C.

This memorandum is to provide a review of the policies and procedures for the development of County advocacy positions on legislation and budget items of interest to the County in Sacramento and Washington D.C.

Seeking a County Position on State and Federal Legislation and Budget Items

Throughout the legislative session, the County will take positions on various State and Federal legislative and budget items. Consistent with Board-approved policy, no County department or commission may take an advocacy position on any legislation or budget item, unless otherwise directed by the Board. Pursuant to Policy 7.040 of the Board of Supervisors Policy Manual, in all instances, the Chief Executive Office (CEO) must notify the Board prior to the Sacramento and Washington D.C. advocates pursuing a County advocacy position using the following procedures:

Existing Policies and Positions: When a recommended position is consistent with existing Board-approved policy, as adopted in the State Legislative Agenda and/or Federal Legislative Agenda, the Chief Executive Office Legislative Affairs and Intergovernmental Relations staff will work with affected departments to prepare a pursuit of County advocacy position for inclusion in a Sacramento or Washington D.C. Update. (The County's Federal and State Legislative Agendas can be found at: http://ceo.lacounty.gov/IGR/leg_info.htm.)

The Chief Executive Office Legislative Affairs and Intergovernmental Relations staff will prepare Sacramento and Washington D.C. Updates, issued as-needed, to provide the Board with an overview and the status of recent legislative actions, the status of legislation of interest to the County, and any new advocacy positions that the County will be pursuing based on existing policy.

New Policies and Positions: If existing policy is not applicable to specific legislation or budget item, a Board letter containing an analysis of the issue will be prepared by the CEO in coordination with the affected departments. The analysis of the policy issue must include the fiscal, programmatic, and service impact on affected departments, committees, commissions, or advisory bodies, and the CEO's recommended position. The letter will be placed on the Board Agenda and, if approved, the new policy will be added to the State or Federal Legislative Agenda.

If a Board member places a motion on the Board Agenda recommending a position on legislation or a State or Federal Budget item, it is the responsibility of the CEO and affected departments to prepare a memorandum on the impact of the motion. When the motion is approved, the position and related policy will be added to the State or Federal Legislative Agenda.

Guidelines for County Commissions and Other Advisory Bodies: County committees, commissions, and other advisory bodies seeking a position on legislation or State or Federal Budget items must submit their recommendations to the CEO for review to determine if they are consistent with existing policy prior to recommending a County advocacy position. Upon completion of the review, the CEO will provide a copy of the review findings to the committee, commission or advisory body. The review findings must be attached to the document containing the advisory body's recommendations for transmittal to the Board of Supervisors.

Advocacy of the County's Interests

The Sacramento and Washington D.C. advocates represent the County's interests based upon the policies contained in the Board-adopted State and Federal Legislative Agendas. At times, departments or commissions may receive requests for a County position from professional associations or advocacy groups. A department or commission must submit a request to the CEO to pursue legislation or take positions on behalf of the County on bills sponsored or supported by professional associations. The CEO must determine that the position is consistent with existing policy and notify the Board in a Sacramento or Washington D.C. Update. Once the Board is notified, the department or commission may work with the Sacramento or Washington D.C. advocates to pursue the item of County interest.

Responsiveness to Board Agenda Items on Legislation and the State Budget

As noted above, the CEO provides recommendations to the Board on Agenda items affecting legislation, the State and Federal Budgets, and other policy issues. It is particularly important that departments provide their assessment of these issues to the CEO in a timely manner. In most cases, the CEO is able to obtain general information on proposed legislation; however, the CEO relies on the technical expertise of departments for information on programmatic and fiscal impact to the County.

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Special attention is required when legislative items are on the Board's Tuesday Agenda. Please ensure that you provide your CEO Legislative Analyst with Agenda-related information by 12:00 p.m. on Friday for items on the regular Board Agenda. For items on the Supplemental Agenda (Green Sheet), the deadline is 9:30 a.m. on the Monday before the Tuesday Board meeting. It is the intent of the CEO to provide the Board with Agenda memos no later than 12:00 p.m. on the day before Board meetings.

If the Chief Executive Office does not receive the requested information by the deadlines, it will be noted in the Agenda 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 this 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 in order to immediately begin the analysis.

State and Federal Legislation Tracked by the County of Los Angeles

For the status of all County-advocacy legislation and legislation of interest to the County, please visit: <https://custom-statenet.lexisnexis.com/la-county/>.

Travel to Sacramento and Washington D.C.

To ensure coordination with the Sacramento and Washington D.C. advocates, it is important that all County officials and departmental staff advise the Board and the CEO of plans to attend meetings and legislative hearings in Sacramento and Washington D.C. prior to these events. County departments must complete and email the attached form (Attachment I) to Lisette Morikawa at lmorikawa@ceo.lacounty.gov for this purpose.

Your cooperation will help enhance the coordination and effectiveness of the County's legislative advocacy efforts. Any questions may be directed to Patricia Carbajal at (213) 974-1327 or via email at pcarbajal@ceo.lacounty.gov, or you may contact your CEO Legislative Analyst (Attachment II).

We appreciate your efforts and cooperation in this regard.

SAH:JJ:MR
OR:PC:dr

Attachments

c: County Commissions

**CHIEF EXECUTIVE OFFICE
LEGISLATIVE CONTACTS**

Department	CEO IGEA Analyst	Phone
Agricultural Commissioner / Weights & Measures	Angela Ovalle	(213) 974-1348
Alternate Public Defender	Patricia Carbajal	(213) 974-1327
Animal Care and Control	Patricia Carbajal	(213) 974-1327
Assessor	Tami Omoto-Frias	(213) 974-1192
Auditor-Controller	Tami Omoto-Frias	(213) 974-1192
Beaches and Harbors	Angela Ovalle	(213) 974-1348
Chief Information Office	Katrina Shoats	(213) 893-2479
Child Support Services	Brigitte Mardigras	(213) 974-1717
Children and Family Services	Stephen Sotomayor	(213) 974-2324
Community Development Commission	Angela Ovalle (State) Stephen Sotomayor (Federal)	(213) 974-1348 (213) 974-2324
Compensation, Benefits, and Pensions	Katrina Shoats	(213) 893-2479
Consumer & Business Affairs	Katrina Shoats	(213) 893-2479
Coroner	Brigitte Mardigras / Patricia Carbajal	(213) 974-1717 (213) 974-1327
County Counsel	Katrina Shoats	(213) 893-2479
Countywide Criminal Justice Coordination Committee (CCJCC)	Patricia Carbajal	(213) 974-1327
Courts	Patricia Carbajal	(213) 974-1327
District Attorney	Patricia Carbajal	(213) 974-1327
Employee Relations	Katrina Shoats	(213) 893-2479
Executive Officer, Board of Supervisors	Katrina Shoats	(213) 893-2479
Fire	Brigitte Mardigras/ Patricia Carbajal	(213) 974-1717 (213) 974-1327
Health Services	Janet Sparks	(213) 893-2087
Homeless Initiative	Stephen Sotomayor	(213) 974-2324
Human Resources	Katrina Shoats	(213) 893-2479

**CHIEF EXECUTIVE OFFICE
LEGISLATIVE CONTACTS**

Internal Services	Angela Ovalle	(213) 974-1348
LA County Library	Katrina Shoats	(213) 893-2479
Mental Health	Janet Sparks / Tami Omoto-Frias	(213) 893-2087 (213) 974-1192
Military and Veterans Affairs	Stephen Sotomayor	(213) 974-2324
Museum of Art	Katrina Shoats	(213) 893-2479
Museum of Natural History	Katrina Shoats	(213) 893-2479
Office for the Advancement of Early Care and Education	Brigitte Mardigras	(213) 974-1717
Office of Education	Brigitte Mardigras / Patricia Carbajal	(213) 974-1717 (213) 974-1327
Office of Emergency Management	Brigitte Mardigras / Patricia Carbajal	(213) 974-1717 (213) 974-1327
Parks and Recreation	Angela Ovalle	(213) 974-1348
Probation	Patricia Carbajal	(213) 974-1327
Public Defender	Patricia Carbajal	(213) 974-1327
Public Health	Tami Omoto-Frias (State) Janet Sparks (Federal)	(213) 974-1192 (213) 893-2087
Public Social Services	Brigitte Mardigras	(213) 974-1717
Public Works	Angela Ovalle	(213) 974-1348
Regional Planning	Angela Ovalle	(213) 974-1348
Registrar-Recorder	Katrina Shoats	(213) 893-2479
Risk Management / Workers' Compensation	Katrina Shoats	(213) 893-2479
Sheriff	Patricia Carbajal	(213) 974-1327
Treasurer and Tax Collector	Tami Omoto-Frias	(213) 974-1192
Workforce Development, Aging and Community Services	Brigitte Mardigras / Stephen Sotomayor	(213) 974-1717 (213) 974-2324

Commissions	CEO IGEA Analyst	Phone
Alcohol and Other Drugs	Tami Omoto-Frias / Janet Sparks	(213) 974-1192 (213) 893-2087
Arts Commission	Katrina Shoats	(213) 893-2479
Children and Families	Stephen Sotomayor	(213) 974-2324

**CHIEF EXECUTIVE OFFICE
LEGISLATIVE CONTACTS**

Domestic Violence Council	Stephen Sotomayor	(213) 974-2324
HIV	Tami Omoto-Frias / Janet Sparks	(213) 974-1192 (213) 893-2087
Insurance	Katrina Shoats	(213) 893-2479
Local Governmental Services	Katrina Shoats	(213) 893-2479
Public Health Commission	Tami Omoto-Frias / Janet Sparks	(213) 974-1192 (213) 893-2087
Small Business	Katrina Shoats	(213) 893-2479
Women's Health (Office)	Tami Omoto-Frias / Janet Sparks	(213) 974-1192 (213) 893-2087

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