

CONTRA COSTA COUNTY
Office of the County Administrator

ADMINISTRATIVE BULLETIN

Number: 110.4
Date: 1-4-82
Section: General

SUBJECT: Legislation

As a unit of the state government, Contra Costa County is greatly affected by state legislation. Regular sessions of the Legislature are held biennially. Many of the bills introduced during each session directly impact upon the operations of county government. The regulations contained in this bulletin have been developed to guide county officers and employees in matters concerning legislation and relationships between the County and legislators.

I. Legislative Coordination

The County Administrator will coordinate the activities of the County related to legislation, including:

- A. Development of the County Legislative Program for consideration by the Board of Supervisors.
- B. Serving as the "clearing house" for all contacts in the name of the County by county officers and employees with state legislators and state administrative officials.
Official contacts on behalf of the County include:
 1. Communication with legislators and state administrative officials on legislative matters.
Correspondence emanating from the County will be transmitted via the County Administrator.
 2. Participation with legislators and state administrative officials in drafting of bills, policies, and regulations which affect Contra Costa County.
 3. Appearances to speak for Contra Costa County before legislative committees, including regular and interim committee hearings, special study commissions, and administrative hearings.

II. County Legislative Program

The "County Legislative Program" is developed each calendar year and consists of those bills initiated by the County upon approval by the Board of Supervisors.

- A. During periods between regular legislative sessions, departments should be alert to the need for new legislation and modification of existing legislation. Proposed bills or legislative changes should be brought to the attention of the County Administrator so that they may be considered for inclusion in the County Legislative Program.
- B. Proposed legislation may be screened by a committee consisting of two members of the Board of Supervisors, the County Administrator, the County Counsel, and the department heads concerned and, if approved by that committee, submitted to the Board of Supervisors for consideration.
- C. Proposed legislation endorsed by the Board of Supervisors will be included in the County Legislative Program. The Office of the County Counsel will be responsible for bill preparation in draft form. The Office of the County Administrator is responsible for arranging introduction of proposed measures through the County Legislative Delegation.
- D. The County Administrator will provide for and coordinate the attendance of county officers and employees in Sacramento in support of the County Legislative Program.

III. Other State Legislation

The Office of the County Administrator shall subscribe to the Legislative Bill Service, under which copies of all bills, resolutions, digests, summaries and indexes are received, and shall make these materials available to county officials as needed. Appropriate forms will be developed by the County Administrator to transmit these materials to the various agencies and departments. County officials should seek to keep informed on legislation pertaining to functions under their supervision and should call to the attention of the County Administrator any bills of importance to the County. The departmental position should be stated and, when appropriate, a recommendation for a formal county position should be offered.

- A. The Legislative Screening Committee referred to in Section II. 2. above may evaluate requests to endorse or oppose legislation and make recommendations to the Board of Supervisors on what formal position, if any, should be adopted by the County.
- B. Generally the county position on legislation will conform to, or at least will not conflict with, formal policy positions adopted by the County Supervisors Association of California (CSAC). The County Administrator will advise the Board of Supervisors in this regard and will

communicate formal County policy positions on legislation to appropriate State officials, including legislators, and to CSAC.

- C. The Board of Supervisors shall establish the official County position on bills and other matters (if one is established), and County officials and employees shall support that position when designated to represent the County. County representatives will be designated by the County Administrator in advance to appear and speak in support of the County position on legislation. A representative of the Office of the County Administrator located in Sacramento (Legislative Coordinator) will arrange such appearances and testimony so that duplicate or conflicting testimony will be avoided.

IV. Expense Reimbursement

Expense reimbursement, in accordance with the county expense reimbursement policy, is authorized for personnel traveling to Sacramento (or other locations) in support of legislation only in those instances in which officers and employees are on official business, such as representing the official position of the county or the official position of an association of county officials of which they are a member, such as the County Auditors or County Clerks Association.

V. Support of Legislation

From time to time, officially constituted groups, such as employee organizations, may wish to request endorsement of legislation by the Board of Supervisors. In such instances the procedure outlined under the hearing entitled "County Legislative Program" will apply and the Board of Supervisors, if it chooses to endorse the legislation, may direct the legislative representative, county officials, and employees to act in support of the bill. Such assistance may be rendered at county expense and department heads and employees will be continued in their regular pay status.

Nothing in this regulation shall preclude officers and employees from taking a position different from the formal county position before the Legislature when they are acting in other capacities, however, such as representing an association of county officers or an employee group, or expressing a personal opinion. In all such situations the officer or employee shall clearly indicate that he is not representing the County but rather some other agency or expressing a personal opinion.

In instances where legislation sponsored by employee or other groups does not have the endorsement of the Board of Supervisors, employees may not make representation in any way on behalf of the County. Time taken and travel costs incurred will be at their own expense. Time taken during working hours

may be charged to vacation leave or to leave without pay and shall be subject to approval of the department head in each instance.

VI. Application of Rules and Procedures

The rules and procedures as set forth in this bulletin shall apply to testimony presented to regular and interim committees of the Legislature, as well as to testimony presented to any special study commissions.

Originating Office: County Administrator

/s/ M. G. Wingett

County Administrator