

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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Policy:

The purpose of Riverside County's Legislative Coordination Policy Program is to support legislation which benefits the County and its residents, and to oppose/amend legislation which might adversely affect the County.

No Department shall take any action that would imply the County's support or opposition to any pending legislation and/or regulation in the absence of or inconsistent with an adopted Board position. Excluded from this policy are the offices of the Sheriff, District Attorney, Auditor Controller, Treasurer Tax Collector, & Assessor Clerk Recorder. The following specific procedures are instituted to facilitate active participation by Departments, allow the Executive Office to act as a centralized "clearinghouse" for legislative matters, and to ensure that all advocacy efforts are entirely consistent with Board-approved positions:

A. LEGISLATIVE/REGULATORY PLATFORM

The County's Annual Legislative Platform serves as a guideline for the County's advocacy efforts led through the Executive Office in cooperation with County agencies, Departments, and Legislative Advocates.

The Legislative Platform is the official policy/agenda for a term of two years and a yearly evaluation will be done during the current term for any necessary updates, and or changes. The Platform can be amended at any time during the year through Board Action by the Executive Office. The Platform serves as a tool for focusing on and achieving the County's primary legislative goals, as well as a reference for evaluating similar legislation under consideration at the State/Federal levels.

The following process is used to develop the County's State Legislative/Regulatory Platform:

1. Every Fall, the Executive Office solicits proposals from all departments and local agencies for legislation to sponsor, support, and oppose.
2. The Executive office will review proposals and incorporate those that will improve or assist county operations and our region
3. In January of each year, the County Executive Office shall present the Legislative/Regulatory Platform to the Board of Supervisors for consideration.

B. PROCESS OF SUPPORTING & OPPOSING LEGISLATION (SEE WORKFLOW ON ATTACHMENT 1)

County Departments are responsible for monitoring legislation in their specific areas and bringing bills which have a potential major impact on the County to the attention of the County Executive Office. The process for obtaining a County position on pending legislation is as follows:

1. Legislative Action request with an analysis is submitted to the Executive Office by a Department, Lobbyist, Legislator, Association, or the Board of Supervisors.
2. The Executive Office will review the analysis. If the Executive Office is not in concurrence with the recommendation, or if the bill potentially affects more than one department, the Executive Office will work to achieve a consensus position among the departments involved.

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After reviewing the analysis of the legislation, the Executive Office will make one of the following determinations:

a. A POLICY POSITION EXISTS AND IS REFERENCED IN THE CURRENT LEGISLATIVE/REGULATORY PLATFORM

- (i) The Executive Office will notify the Chairman's Office and then send a letter of Support or Opposition of the legislation with the Chair's signature
- (ii) The Executive Office is then directed to bring as a consent item a copy of the letter to the next Board Meeting.
- (iii) The Executive Office will work with the Advocacy Team, the Board of Supervisors, and Department to achieve the desired outcome.

b. A POLICY POSITION DOES NOT EXIST AND THERE IS INSUFFICIENT TIME TO TAKE THE ITEM TO THE FULL BOARD; THEREFORE:

- (i) If the pending legislation is of critical importance and requires immediate action which cannot be facilitated through the formal action process because; the Board is not in session or because there is insufficient time for the item to be brought to the attention of the full board for discussion; therefore, it can be brought to the attention of the Board Chair and Vice-Chair for immediate action.
- (ii) After receiving approval from both the Chair & Vice-Chair, The Executive Office will then send a letter of support or opposition with the signatures of the Chair & Vice-chair.
- (ii) The Executive Office is then directed to bring as a consent item a copy of the letter to the next Board Meeting.
- (iii) The Executive Office will work with the Advocacy Team, the Board of Supervisors, and Department to achieve the desired outcome.

c. A POLICY POSITION DOES NOT EXIST AND THERE IS SUFFICIENT TIME TO TAKE THE ITEM TO THE FULL BOARD; THEREFORE:

- (i) The Executive Office will prepare the policy item (Form-11) for placement on the Board's agenda. Each Bill will be submitted as a separate Form-11 and have the effected Department as a Co-Sponsor of the Form-11.
- (ii) After approval from the Board, The Executive Office will then send a letter of support or opposition with the Chair's Signature
- (iii) The Executive Office will work with the Advocacy Team, the Board of Supervisors, and Department to achieve the desired outcome.

Any written correspondence in opposition or support for legislation sent to State or Federal legislators shall state the authority under which the letter was written (Per Legislative Platform, By Unanimous Support of the Board, or Majority Vote. It should also include the date version of the bill. When using the Facsimile signature, the Executive Office must present to the Clerk of the Board confirmation from the Chairs Office through the form of an email.

C. LEGISLATIVE WEBSITE & RESOURCES

The County Executive Office shall maintain the Legislative & Governmental Affairs Website updated while the Legislator is in session.

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D. LEGISLATIVE ADVOCACY

It is the primary responsibility of the Executive Office and the County's Legislative Advocates to work in cooperation with Department/Agency Heads to advance the official County position as bills progress through the legislative process. Such advocacy may include direct interaction with members of the Legislature and their staff, Committees, and local or regional governmental decision-making bodies (e.g., city councils, CSAC, WRCOG, SCAG, etc.).

No Department shall take any action that would imply the County's support or opposition to any pending legislation and/or regulation in the absence of or inconsistent with an adopted Board position.

The following procedures address appropriate advocacy activities:

1. Testimony

- a. Appropriate County staff shall be authorized to advocate before the Legislature and their staff, committees, and local or regional governmental decision-making bodies **on policies consistent with the Board of Supervisors formal action**. Proposed testimony and related materials shall be filed, in advance when feasible, with the Executive Office.
- b. Advocacy efforts involving **policy issues not formally adopted by the Board of Supervisors** shall receive prior authorization by the Board of Supervisors via the Legislation process in Attachment 1. Under compelling circumstances, the Chairman of the Board and/or Executive Officer shall be authorized to approve interim testimony which is crucial to the County. This interim testimony shall be consistent with general County policies. Preparation of such testimony and materials shall be coordinated with the Executive Office.
- c. Testimony of a non-policy nature (i.e., information of a technical or factual nature) may be presented without prior specific Board authorization.
- d. The Executive Office shall coordinate with the County's Legislative Representatives the scheduling of presentations before Legislators, staff members, and Committees.

E. LEGISLATIVE REPORTS TO THE BOARD

1. The County's Legislative Advocates and or the Executive Office shall provide to the Board, monthly reports on the progress of County-sponsored legislation and issues at the forefront of discussion at State/Federal levels that may have a fiscal and/or operational impact on the County. Included in the reports shall be known formal positions of notable associations/organizations of elected County department heads.

Reference:

Minute Order 11/23/1976 (Rescinded 06/12/1984)
Minute Order 06/12/1984 (Rescinded 09/24/1984)
Minute Order 09/24/1984 (Rescinded)
Minute Order 3.12 of 12/20/1994 (Rescinded)
Minute Order 3.4 of 01/06/1998
Minute Order 3.7 of 11/07/2006
Minute Order 3.28 of 04/18/2017
Minute Order 3.11 of 05/23/2017
Minute Order 3.8 of 05/21/2019

ATTACHMENT 1-FLOWCHART OF SUPPORTING & OPPOSING LEGISLATION

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

COUNTY'S PROCESS OF SUPPORTING OR OPPOSING LEGISLATION

