



Policy #
006

Subject: Intergovernmental Relations and Legislative Advocacy

Responsible Department: Office of the County Executive

Effective Date: 09/28/2018

Revision Date: 05/24/2023

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Governmental Relations and
Legislative Officer

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1. Purpose

To establish a policy and procedures for Sacramento County’s (County) intergovernmental relations and legislative advocacy to ensure: (1) continuity on messaging; (2) that the Office of the County Executive and the Office of Governmental Relations and Legislation stay informed of advocacy made on the County’s behalf; and (3) that advocacy is performed according to the Board of Supervisors’ Federal and State Legislative Priorities.

2. Authority

Powers and Duties of the County Executive, Sacramento County Charter Article 7 Section 20. Resolution 2018-0531.

3. Scope

All Sacramento County Departments except for Elected Officials.

4. Procedure

A. Legislative Priorities Development, Official County Positions, and Sponsored Legislation

The Governmental Relations and Legislative Officer presents proposed Federal and State Legislative Priorities (Priorities) to the Board of Supervisors (Board) every two-years and in conjunction with the two-year State legislative calendar. The Board-adopted Priorities guide positions and decisions on Federal and State legislation and agency regulations. The Priorities are presented to the Board by December 31 (every two-years) in non-election years; and by January 31 in election years (every two-years). This ensures that the new Board members in office have a chance to vote. (The Priorities were last adopted in January 2023.)

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Legislative actions, such as sponsored legislation or position changes, that fall outside of the Board-adopted Priorities and two-year timeframe will require separate Board approval.

The general timeline to prepare the Priorities for Board consideration occurs every two years as follows:

- In September, the Governmental Relations and Legislative Officer requests that County departments review the Priorities and gathers information for requests to sponsor legislation, if any.
- In October, County departments submit revisions and legislative proposals to the Governmental Relations and Legislative Officer for consideration. Meetings are held with departments to discuss changes and proposals.
- By December 31, in non-election years or by January 31, in election years, the Governmental Relations and Legislative Officer presents revised Priorities and department requests to sponsor legislation to the Board for consideration.

B. Monitoring and Analysis

County departments are to assist in monitoring legislation, administrative actions, and changes that could impact departmental operations, finances, or the County in general. Bills with substantial County impacts should be shared with the Governmental Relations and Legislative Officer to ensure County protection through greater advocacy.

C. Referrals and Recommendations

Departments should notify the Governmental Relations and Legislative Officer, in writing, of proposed regulatory actions or legislation that affects the County. The note should include a brief description of the measure, regulatory change, or action and a recommended response.

D. Intergovernmental Communications and Appearances.

“Advocacy” in this section refers to activities such as meetings, calls, distribution of brochures and pamphlets, or correspondence, by a County employee to influence an elected or appointed member or staff members of a Federal, State, or local governing body or agency on policy, legislation, or regulation, which are of interest to the County.

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a. **Correspondence**

The Governmental Relations and Legislative Officer and the County Executive have authority to take an official County advocacy-related or legislative position. Correspondence on County positions should be shared with the Governmental Relations and Legislative Officer to ensure continuity.

County employees should forward correspondence from a government entity or other organization that indicates a matter having substantial impact on County business and/or may have serious policy implications.

b. **Testimony**

The Governmental Relations and Legislative Officer, in consultation with the appropriate Deputy County Executive, must approve testimony before the California Legislature or Federal or State regulatory agencies or commissions on matters affecting the County. Testimony must be consistent with the County's Priorities.

c. **Legislative and Policy Advocacy Press Events**

County employees must notify the Governmental Relations and Legislative Officer and Public Information Director of planned attendance at press events to ensure that messaging is consistent with County Priorities and interests.

d. **Unrecorded Communication**

"Unrecorded communications" means oral conversations such as telephone calls and face-to-face or zoom meetings. County employees should notify the Governmental Relations and Legislative Officer of advocacy-related unrecorded communications to maintain uniformity with respect to the County's Priorities.

5. **Unauthorized Positions**

County employees representing themselves, their department, or the County should not express a position (e.g., support, opposition, concerns) on legislation or policy matters contrary to the County's official position. County employees should contact the Governmental Relations and Legislative Officer with questions in this area.

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6. Association Advocacy

County employees can participate in professional trade association advocacy, but must be clear as to whom they represent (the County or association) when speaking publicly and privately. County employees should not express positions inconsistent with the County's Priorities. Employees should consult with the Governmental Relations and Legislative Officer to ensure alignment with messaging and the County's interests. County employees should notify the Governmental Relations and Legislative Officer about advocacy conversations with elected or appointed officials and their staff. If a professional association requests a County employee to conduct advocacy-related work on a policy issue not addressed in the County's Priorities, said employee should consult with the Deputy County Executive, the Governmental Relations and Legislative Officer, and County Executive, as appropriate.

Questions:

Please contact Governmental Relations and Legislative Officer at (916) 874-4627 or deborde@saccounty.gov.

Review:

Every two years by January 31.