

## SCOPE OF WORK

The scope of work is a general guide to the work the County expects to be performed by the federal/state advocate, and is not a complete listing of all services that may be required or desired.

1. Advise County of the political and financial feasibility of the annual legislative platform and develop appropriate strategies in consultation with County staff to address the projects/programs/policy issues contained within the annual legislative platform. Where strategies include developing coalitions with other counties, cities and/or organizations, serve as County liaison to facilitate such coalitions and partnerships.
2. Preparation of legislative platform and associated materials/correspondence related to platform:
  - a. Advocate will advise on organization, formatting, content, tone, etc. of materials and assist with presentation of briefing materials;
  - b. Work with staff to compile necessary materials;
  - c. Assist in the actual drafting of any proposed legislation (primary for State advocate); and
  - d. Issue letters and other correspondence pertaining to the legislative platform, including issuing letters on behalf of the County on specific bills/legislation of interest to County that emerges through legislative session. Copies of any letters/correspondence sent on behalf of the County should be sent to the County CEO staff via email or hard copy.
3. Assist in submittal of federal funding requests including researching funding history and providing information pertaining to appropriations bills, department, and account information needed to complete funding submittal forms. Liaison with other advocates on shared projects with neighboring cities, counties, and organizations to ensure consistency of information contained within funding request.
  - a. For State propositions pertaining to bond funding and other infrastructure investment, advocate for inclusion of County specific projects within text of proposition or accompanying implementation legislation. Advise on implementation guidelines and communicate to agencies and representatives on development of guidelines that represent County's interest.
4. Proactively monitor pending legislation pertaining to legislative platform and legislative guiding principles and keep County staff apprised of legislation.
  - a. Work in consultation with County staff to identify issues for the agenda of the Legislative Program Committee (LPC), including

- identifying no more than 20 bills for the LPC to consider supporting/opposing each month.
- b. Participation via teleconference with members of the County's Legislative Program Committee monthly.
  - c. Submit monthly written report on update of issues of interest to the County, including actions taken by advocate to address these issues. Electronic copy should be sent to County CEO staff at least seven working days before scheduled LPC meeting.
5. Represent the County in Washington, DC or Sacramento as applicable to communicate the County's legislative platform, including potential impacts of budget proposals, to the appropriate elected representatives of Congress/Legislature, key Committee members, federal/state agencies and other organizations as needed, including NACO and CSAC. Participate via teleconference as needed with district offices of elected representatives and federal/state agencies.
  6. Participate in the crafting of itineraries and facilitating meetings with Washington, DC and Sacramento delegation and appropriate agencies for members of the County's Board of Supervisors and other County staff as needed.
  7. Travel to Santa Barbara County as needed, with a minimum of one visit a year. Annual visit will include meetings with Board members and department directors and staff as well as a verbal presentation (and submittal of accompanying written report) to the Board of Supervisors during its regularly scheduled public meeting to report on activities and outcomes of the legislative platform.

## **MONITORING OF PERFORMANCE**

The performance of the advocate will be assessed by obtaining feedback from members of the Board of Supervisors, department directors and the County's elected representatives regarding the professionalism, timeliness and quality of assistance rendered by the advocate in performing the scope of work articulated above. Other measures that will be examined include the number of bill sponsors secured, the number of bills enacted and the deviation from original conceptual language to the enacted version of the legislation should the County submit legislative language/propose new bill for consideration as part of its annual legislative platform ( State advocate). The number of projects funded and the funding amounts will be two measures also tracked (federal advocate). The achievement of objectives contained within the legislative platform (such as maintained or increased program funding, legislative or regulatory changes, improved relationships with agencies, etc.) will also be examined annually.