



Biennium Work Plan Template

Intergovernmental Affairs &
Policy Division

Odd Year – Long Session

January

Legislative Interns Onboarding
Quarterly Legislative Committee Meeting <ul style="list-style-type: none">• Finalize Legislative Principles and Priorities, approval by BCC• Finalize United Front Book, approved by BCC• Oregon Administrative Rules (OAR) check
Start of State Legislative Organizational Days <ul style="list-style-type: none">• Monday Before Session Starts
Deadline to Request Measures from State Legislative Counsel <ul style="list-style-type: none">• Friday before Session Starts
<i>Long Session Starts</i> <ul style="list-style-type: none">• Tuesday after MLK Holiday
Governor's Proposed Budget <ul style="list-style-type: none">• End of month
United Front Preparation <ul style="list-style-type: none">• Congressionally Directed Spending Finalized• Forms & links received from Senators and Congress members
County Budget Leadership Meeting

February

State Legislative Counsel Returns Draft Measures <ul style="list-style-type: none">• 3rd Friday
Measure Introduction Deadline <ul style="list-style-type: none">• Tuesday after President's Day

Revenue Forecast

- Wednesday after President's Day

United Front Preparation

- Congressionally Directed Spending Finalized
- Forms & links received from Senators and Congress members

March

United Front Trip

- Schedule meetings
- All materials finalized: book, budgets, project description, one-pagers

Deadline to Post Work Session in First Chamber (except Rules, Revenue, or Joints)

- 3rd Friday

April

Quarterly Legislative Committee Meeting

- Mid-session report on priority bill statuses, high profile bills, status of legislature
- Department specific reports
- Oregon Administrative Rules Check
- Biennium calendar review

First Chamber Work Session Deadline (except W&M, Revenue, Rules, Joints)

- 1st Tuesday
- Deadline for policy committees to move measures introduced in their chamber out of committee

May

County Admin presents department budget to Budget Committee

Deadline to Post Work Session in Second Chamber (except Rules, Revenue, or Joints)

- 1st Friday

Revenue Forecast

- 3rd Wednesday

Second Chamber Work Session Deadline (except W&M, Revenue, Rules, Joint Committees)

- 3rd Friday
- Deadline for policy committees for move measures in their second chamber out of committee

County Budget Committee Meetings

June

Constitutional Sine Die

- Last Sunday

Prepare end of session report

County Budget Committee Meetings

July

Intern Offboarding

- Exit interviews
- Feedback and review

Quarterly Legislative Committee Meeting

- E Board considerations
- State Legislative Committee Days preparation
- Recognition events planning for Lane County Delegation
- Begin brainstorming principles and priorities for next session
- Oregon Administrative Rules (OAR) Check

August

Short Session Triage

- What topics must be acted on in upcoming year that cannot wait for long session
- Discussion of expectations and goals for upcoming legislative session

September

Potential State Policy Summit – Agenda Setting

- 3-day event, co-hosted by Lane County, University of Oregon, City of Eugene
- Governor, federal delegation, state delegation, city officials, county officials
- Agenda setting, Lane County as hub of local politics and research

October

Quarterly Legislative Committee Meeting

- Finalize Principles and Priorities, approval by BCC
- Recommend new legislative committee membership
- Oregon Administrative Rules (OAR) check

Draft letter to Governor with our recommendations for Governor's Recommended Budget

Begin Intern Hiring for Short Session

- Job posting, outreach, recruitment

November

Intern Hiring for Short Session

- Job posting, recruitment
- Application deadline

- Interviews

December

Governor's Recommended Budget

- December 1

Finalize Intern Hiring for Short Session

- Complete interviews
- Notifications of job offer

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Even Year – Short Session

January

<i>Legislative Interns Onboarding</i>
Quarterly Legislative Committee Meeting <ul style="list-style-type: none">• Finalize Legislative Principles and Priorities, approval by BCC• Finalize United Front Priorities and Book, approved by BCC• Oregon Administrative Rules (OAR) check
County Budget Leadership Meeting
United Front Preparation <ul style="list-style-type: none">• Congressionally Directed Spending Finalized• Forms & links received from Senators and Congress members
State Legislative Committee Days <ul style="list-style-type: none">• Drafted bills from Lane County departments completed

February

<i>Short Session Starts</i> <ul style="list-style-type: none">• February 1
United Front Preparation <ul style="list-style-type: none">• Congressionally Directed Spending Finalized• Forms & links received from Senators and Congress members

March

United Front Trip <ul style="list-style-type: none">• First week
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- Meetings scheduled, materials prepared: book, budgets, project description, one-pagers

End of Short Session

County Division Level Budgets Finalized, present to County Administrator

April

Quarterly Legislative Committee Meeting

- Legislative Review, wrap-up, implementation of bills
- Updated Legislative Principles
- Scope interim work before long session
- Oregon Administrative Rules (OAR) check

State Agency Request Budget (ARB) process begins

- Use ARB cycle to develop policy concepts during even years prior to long session

May

Oregon Primary Elections

June

Meetings with departments

- Brainstorm policy ideas
- Policies specific to departments and broader policies that impact their operations
- Timelines for project proposals, ensure departments have everything prepared
- Management and facilitation of individual department policies and cross-department policies

July

Intern Offboarding

- Exit interviews
- Feedback and review

Quarterly Legislative Committee Meeting

- E Board considerations
- Legislative Committee Days preparation
- Recognition events planning for Lane County Delegation
- Begin brainstorming principles and priorities for next session
- Oregon Administrative Rules (OAR) Check

State Agency Request Budget (ARB) Review

August

Legislative Process Trainings

- BillTracker Tutorials
- Guide for bill feedback, how to read legislation, things to watch for
- OLIS training
- Departments Designate Legislative Coordinator for themselves
- Review structure of Policy Team, who's job is who's, points of contact

September

State Legislative Committee Days

- 3rd week of September

Last day to request measures from Legislative Council

- 3rd Friday

October

Quarterly Legislative Committee Meeting

- Finalize Principles and Priorities, approval by BCC
- Recommend new legislative committee membership
- Oregon Administrative Rules (OAR) check
- Departments present policy ideas for Legislative Concepts
- Develop and distribute form for LC requests, more formal process
 - Every appropriation, funding, etc. is an LC
- All Legislative Concepts finalized

Draft letter to Governor with our recommendations for Governor's Recommended Budget

Intern Hiring for Long Session

- Job posting, recruitment

November

Election Day

- State, Federal, and Local

Revenue Forecast

- 3rd week

United Front Preparation

- Book drafting

Intern Hiring

- Job posting, recruitment
- Begin interviews

December

Task Force Day

- 1st Tuesday

State Legislative Committee Days

- 1st Week

Deadline to file bills with the Secretary of the Senate or the Chief Clerk

- Wednesday before Christmas

Lane County E Board Meeting

United Front Preparation

- Book drafting

Intern Hiring

- Notification of job offers
- Finalize process

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Appendix

I. Definitions

Legislative Committee

- Committee convened by Lane County Administration that consists of two members of the Board of County Commissioners, department heads, and other employees involved with legislation via grants, implementation, bill drafting, state committees/work groups, etc. This group meets Quarterly to update priorities and principles and discuss the County's policy strategies and goals.

Legislative Counsel

- Legislative Counsel (also known as LC) is a Legislative Agency at the Oregon Legislature. It is a permanent nonpartisan legislative service agency that provides legal and publication services to the members, committees and staff of the Legislative Assembly. They are the folks that write the bills and draft language to ensure it fits within the Constitution and existing statutes.

United Front

- Lobby group consisting of City of Eugene, City of Springfield, Lane County, Lane Transit District, Springfield Public Schools, and Willamalane Parks and Recreation District. United Front partners pool their priorities and lobby the federal government together, which saves each group money on lobbyists and facilitates for more regional cooperation. Each year members of this group travel to Washington DC to meet with agencies and our congressional delegation to push forward funding requests.

Work Session

- A work session is a formal step in the Oregon State Legislative process and is required for bills to pass out of committee. During work sessions committee members adopt amendments and either send bills to the floor for a vote or send them to a new committee for further work.

E-Board

State Agency Request Budget (ARB)

- During even numbered years, state agencies start the budget process early. The ARB lays out the policies, finances, performance measures, and staffing the agency is asking the Governor to recommend to the legislature for the upcoming biennium. Request budget must be submitted to the Department of Administrative Services by Sept. 1.