



**Title:** Legislative Policy

**Policy Number:** 2-18

**Effective Date:** 10/5/16

**Pages:** 3

**Enabling Actions:**

**Revised Date:** 9/5/23

**Approved:**

## **PURPOSE**

The purposes of the Legislative Policy are to: identify opportunities for the Town to participate in state, federal, and regional legislation and other policy matters, and describe a process for Town positions, actions, and related activities.

## **BACKGROUND**

Council Members have the opportunity to learn of legislative issues from their work on the Council, general awareness of current topics, and their service on other Board and Committees as representatives of the Town. The Town Manager encourages all Town Departments to monitor and be knowledgeable of any legislative issues related to their disciplines. The Town Manager and Town Attorney similarly stay engaged with their professions as well as monitor the activities of the League of California Cities and other organizations. The Town benefits from a Legislative Policy to articulate overarching legislative principles to guide the Town's engagement in the legislative process as outlined in this Policy.

## **LEGISLATIVE PRINCIPLES**

The Town should take a position and advocate for the position when proposed federal, state, County, or other agency legislative or measure has a potential direct impact on the Town. Direct impact includes and is not limited to issues of local control, revenue reductions, grant eligibility, unfunded mandates and regulatory burdens.

## **POLICY GOALS**

1. Advocate the Town's legislative interests at the federal, state, regional, and County levels.
2. Inform and provide information to our legislators, Town Council, and staff on the key issues and legislation that could have potential impact on the Town.
3. Serve as an active participant with other local governments, the League of California Cities, local profession organizations, and/or other entities on legislative/regulatory issues that are important to the Town and our region.
4. Seek grant and funding assistance for Town projects, services, and programs to enhance services for our community.

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## **LEGISLATIVE STRATEGIES**

1. Communicate legislative positions on proposed federal, state, and County legislation, measures, initiatives, and governmental regulations.
2. Work with Town Departments to develop positions on proposed federal and state legislative measures based on analysis done by the League of California Cities, communication with legislators' offices, and other local government/professional associations in formulating our positions.
3. Take positions only on proposals that clearly impact our Town or are a threat to local control.
4. Actively track key bills through the legislative process, utilizing various legislative websites, government/professional associations, and other means.
5. Communicate the Town's position to our federal, state, regional, and County members, bill author(s), Committees, and/or other governmental bodies through correspondence, testimony, and in-person meetings.
6. Work cooperatively with other cities, associations and the League of California Cities on advocating our legislative positions.
7. As necessary, participate in the drafting and amending of proposed federal, state, regional, and/or County measures that have the potential to significantly impact the Town.
8. Meet with legislators and their representatives, as well as other federal, state, regional, and/or County government officials on a regular basis to discuss local government issues, proposed legislation, requests for funding assistance, and Town programs and services.
9. Seek federal, state, and County funding through earmarks, grants, and other discretionary funding for Town projects, services, and programs.
10. Annually identify Town projects for potential submittal for federal earmark consideration and develop a submittal packet for legislators that provides information and need for the projects.
11. Provide information to Town Departments on potential grant funding opportunities and recognition programs.
12. Advocate and request letters of support for Town projects and grant applications or other resources that are being considered for federal, state, regional, and/or County funding.

## **LEGISLATIVE POSITION PROCESS**

The Town Council will review and adopt the Town's Legislative Priorities annually to support Town Council Members in discussions with legislators and to provide guidance as the Town considers which legislative proposals to track and/or take a position.

The process for responding to legislative proposals is as follows:

1. If the Town Manager and/or Town Attorney determines that a legislative proposal may impact the Town and a Town position (including but not limited to support, watch, or oppose) would be in clear alignment with the Legislative Priorities, a letter outlining the

Town's position can be drafted for the Mayor's signature. While there may be many legislative proposals for which a Town position would be in alignment with the Legislative Priorities, only the most pressing proposals will be acted on and will be subject to staff capacity. If the Town Manager and/or Town Attorney determines that a legislative proposal falls outside of the Legislative Priorities, the proposal will need to be considered by the Town Council prior to a position being taken.

2. The Town Manager or designee will circulate the draft position letter to the Town Council for its information. Any Council Member can request that the position letter be placed on the next Town Council agenda for consideration.
3. If the legislative proposal is not placed on a future agenda, staff will finalize the position letter for the Mayor's signature and forward the signed letter to the bill's author, the League of California Cities, and/or other stakeholders as deemed appropriate.
4. A copy of the final letter will be distributed to the Town Council.

APPROVED AS TO FORM:

  
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Gabrielle Whelan, Town Attorney