

# CITY OF LAKE ELSINORE, CALIFORNIA

---

## COUNCIL POLICY MANUAL

---

**SUBJECT: Legislative Program  
Policy and Procedures**

**Policy No. 400-14  
Effective Date: 6/23/2015  
Page No. 1 of 2**

---

### **PURPOSE**

The purpose of this policy is to establish a Legislative Program to advance the City's Legislative Platform by outlining a detailed and streamlined process through which the City Council, staff and the City's legislative advocates can act in a timely manner in response to legislative proposals and enhance the City's ability to govern and provide essential municipal and community services.

### **BACKGROUND**

The Legislative Platform ("Platform"), attached hereto as Exhibit A, is a compilation of general policy statements and City-specific policy statements adopted by the City Council to identify specific priority areas of interest for the City and region that would benefit the community. The Platform is developed by a review of legislative priorities from the League of California Cities and National League of Cities, input from the City Council and staff (including reference to City legislative positions in the past), research of current law and pending legislation, and discussions with local legislative staff. The Platform may be updated from time to time by the City Council as necessary to reflect legislative changes and/or changes in City Council policies and priorities.

### **POLICY**

Federal and state legislation consistent with the Platform may be supported by the City. Legislation inconsistent with the Platform may be opposed by the City. Positions taken by the City in addition to "Support" or "Oppose" may include "Support if Amended" and "Oppose Unless Amended". The City may also provide a letter of concern or interest without taking a formal position on a piece of legislation.

Initial requests to take positions on legislative matters will be reviewed and approved by the City Manager. Approved requests that are consistent with the City's Platform will be coordinated for the Mayor's [or designee] approval and signature. Requests that are inconsistent or silent in the City's Platform may be placed on an agenda for consideration by the City Council.

# CITY OF LAKE ELSINORE, CALIFORNIA

---

## COUNCIL POLICY MANUAL

---

**SUBJECT: Legislative Program  
Policy and Procedures**

**Policy No. 400-13  
Effective Date: 6/23/2015  
Page No. 2 of 2**

---

In addition to coordinating formal action through the City Council, staff will administer the City's Legislative Program by generally performing the following functions:

- a. Work with Department Directors and staff to identify matters of legislative importance and develop positions on federal and state legislative proposals and general matters of legislative interest.
- b. Communicate matters of legislative importance to the City Council through periodic updates, and identify and coordinate positions for formal action by the City Council.
- c. Review positions and analysis prepared by the League of California Cities, National League of Cities, legislative advocates, and local government/professional associations in formulating positions.
- d. Monitor and track key bills through the legislative process utilizing the City's advocacy services, legislative websites, and government/professional associations.
- e. Communicate the City's positions to federal, state, and county legislators.
- f. Participate as needed in the drafting and amending of legislative proposals that significantly impact the City.
- g. Work with the League of California Cities, National League of Cities, legislative advocates, other cities and local government/professional associations on legislative matters of mutual concern.
- h. Participate and attend legislative briefings and meetings to actively engage and stay apprised of legislative trends and upcoming legislation.

### **HISTORY**

Adopted by Resolution No. 2015-\_\_\_\_ 6/23/2015