

## CITY OF COSTA MESA, CALIFORNIA

## COUNCIL POLICY

<b>SUBJECT</b>	<b>Policy Number</b>	<b>Effective Date</b>	<b>Page</b>
LEGISLATIVE POSITIONS	000-8	5/16/91 Rev. 9/20/99 <b>Rev. 2/4/20</b>	1 of 2

BACKGROUND

Frequent involvement in local affairs by Federal, State, and County governments, the large number of special agencies and districts, and the City's interest of weighing in on matters that affect it, collectively make it imperative that a formalized proactive approach be taken toward legislation which may impact the welfare of the Costa Mesa community. Past City Councils have participated in the legislative process to varying degrees. For the most part, such participation has been informal.

PURPOSE

The purpose of this Policy is to establish a comprehensive and formal program for addressing legislative issues. This includes the establishment of signatory authority and the creation of legislative review guidelines.

POLICY

1. The City Manager, or designee, shall be responsible for overseeing the legislative review process.
2. A Legislative Review Team, consisting of the Mayor, Mayor Pro Tem, the City Manager, and the Chief of Staff, shall periodically review legislation and formulate the City's position.
3. The Mayor is authorized to execute position letters on behalf of the City Council when the position is in concurrence with that of the City's legislative partners: The National League of Cities, the League of California Cities, the Association of California Cities – Orange County, or the Orange County Council of Governments. At the direction of the Legislative Review Team, position letters may also be executed by the City Manager, or designee, as appropriate.
4. Formal Council approval is required in the following instances:
  - a. When none of the City's legislative partners has taken a support or oppose position.
  - b. When the City's legislative partners have taken contradictory positions.

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LEGISLATIVE POSITIONS	000-8	5/16/91 Rev. 9/20/99 Rev. 2/4/20	2 of 2

5. Individual City Council members may recommend to the Legislative Review Team, for review and recommendation, positions they wish the City to take on legislation.
6. City Commissions and Committees are prohibited from sending legislative position letters but may make recommendations to the Legislative Review Team or the City Council.
7. All City Council members shall receive a copy of all legislative position letters written on city letterhead. A quarterly activity report of the City's legislative positions, and the status of such legislation, will be provided to the City Council.
8. The preceding in no way infringes upon the right of the City Council members to express individual positions on legislative issues. In expressing an individual position, City Council members will clearly state that the position is personal and not sent on behalf of the City or City Council.