

**POLICY/PROCEDURE**

SUBJECT	ISSUANCE	
Legislative Advocacy Policy	ORIGINAL DATE	EFFECTIVE
	2/21/2023	
	CURRENT DATE	EFFECTIVE
CATEGORY	POLICY NO.	SUPERSEDES
City Council Policy	CC-02212023	

**MANAGEMENT POLICY/PROCEDURES**

**SECTION I. PURPOSE**

To establish guidelines and standards regarding utilizing City resources to provide the City’s position on proposed legislation to Federal, State, and Local elected officials. The Legislative Platform identifies the City’s broad advocacy positions on issues and legislation. They are short-term in nature, typically speak to current issues, and support the Council and staff on intergovernmental matters. They are a component of the City Council Policies, which provide guidelines for City action in all areas of City business. City business is defined as all matters directly related to service delivery, or otherwise contributing to the City’s operational success.

**SECTION II. STATEMENT OF POLICY**

Each year the City Manager shall present a draft Legislative Platform to City Council. Once approved, these positions become the official City advocacy position on pending legislation.

The Legislative Platform is utilized by Councilmembers and staff throughout the year to determine City positions on legislation and intergovernmental issues and minimizes the need for staff to request direction from Council on legislation and issues as they arise. The Legislative Advocacy Policy should not duplicate policies already cited in other Council Policy documents, i.e. the Council Policy Manual, General Plan, Municipal Code, etc.

Throughout the year, staff monitors and researches pending legislation to identify bills that could significantly impact San Fernando. Research actions range from web site research to contacting legislative analysts in government offices and city associations. Staff may conduct advocacy should issues arise throughout the year that significantly impact the City, and if Council positions have previously been established by the Legislative Platform.

To consolidate documents, underscore important issues, and focus the City’s limited advocacy resources, the Legislative Advocacy Policy includes the City’s annual Legislative Platform. Following annual Council approval, the current year’s Legislative Platform will provide the substantive basis through City Council and City staff engage in legislative advocacy.

The City Manager shall monitor the provisions of the Legislative Platform within the City Manager’s responsibilities outlined in the Municipal Code. Disagreement in interpretation of how proposed legislation either aligns or does not align with the Legislative Platform shall be resolved by the City Council. The City Manager may institute administrative policy to implement this policy if necessary. At the time a new

Councilmember is seated, the City Manager should review this policy and the Legislative Platform with him/her. Annually, the City Manager shall review the resource requirements necessary to support the level of service specified in this policy, and recommend as a part of the proposed budget necessary changes of budget resources.

**SECTION III. PROCEDURES**

**A. City Council to City Manager:**

1. A City Council member notifies the City Manager that a state or federal bill, a rule proposed by a regulatory agency, or a proposed ordinance or resolution considered by a local governing body, conflicts or aligns with the Legislative Platform.
2. The City Manager and the relevant City Department Head(s) review the legislation to determine whether immediate action should be taken.
  - a. If yes, then the City Manager will engage in legislative advocacy in accordance with the position stated in the Legislative Platform.
    - i. The City Manager will electronically notify the City Council of the submission of a letter or intent to call the relevant representatives or agencies.
    - ii. All legislative advocacy will be documented in a Legislative Advocacy Quarterly Summary.
  - b. If no, or if the City's position is unclear, then the City Manager will recommend (via electronic notification) the Councilmember request to discuss the legislation, via the City Council agenda process, in order to adopt a position. If adopted, the vote will also include the next steps to perform legislative advocacy.

**B. City Staff to City Manager:**

1. A City Staff member(s) notifies the City Manager that a state or federal bill, a rule proposed by a regulatory agency, or a proposed ordinance or resolution considered by a local governing body, conflicts or aligns with the Legislative Platform.
2. The City Manager reviews the legislation to determine whether immediate action should be taken.
  - a. If yes, then the City Manager will engage in legislative advocacy in accordance with the position stated in the Legislative Platform.
    - i. The City Manager will electronically notify the City Council of the submission of a letter or intent to call the relevant representatives or agencies.
    - ii. All legislative advocacy will be documented in a Legislative Advocacy Quarterly Summary.

- b. If no, or if the City’s position is unclear, the staff member will write a report to discuss during the next possible City Council meeting, and then the City Council will vote to adopt or deny the position. If adopted, the vote will also include the next steps to perform legislative advocacy.

**C. City Partners to City Councilmember or City Manager:**

The City of San Fernando is a member of a number of organizations that monitor legislation including, but not limited to, the League of California Cities, the Independent Cities Association, and the California Contract Cities Association. These organizations, as well as other coalitions aligned with the City’s legislative priorities, inform Councilmembers and City Staff of opportunities to take formal positions on proposed legislation.

1. A City Partner notifies a City Council member or City Staff member of a state or federal bill, a rule proposed by a regulatory agency, or a proposed ordinance or resolution considered by a local governing body, that conflicts or aligns with the Legislative Platform.
2. If the City Council member is contacted by a City Partner, they notify the City Manager pursuant to the City Council to City Manager section above.
3. The City Manager and relevant Department Director(s) review the legislation to determine whether immediate action should be taken.
  - a. If yes, then the City Manager will engage in legislative advocacy in accordance with the position stated in the Legislative Platform.
    - i. The City Manager will electronically notify the City Council of the submission of a letter or intent to call the relevant representatives or agencies.
    - ii. All legislative advocacy will be documented in a Legislative Advocacy Quarterly Summary.
  - b. If no, or if the City’s position is unclear, the staff member will write a report to discuss during the next possible City Council meeting, and then the City Council will vote to adopt or deny the position. If adopted, the vote will also include the next steps to perform legislative advocacy.

**D. Councilmember Individual Advocacy:**

City Councilmembers may individually advocate on behalf of themselves regarding legislation impacting the City. If a City Councilmember chooses to engage in legislative advocacy on behalf of themselves, then they shall electronically notify the City Manager.

**E. Legislative Advocacy Quarterly Summary:**

The City Manager shall send a “Legislative Advocacy Quarterly Summary” to the City Council at the end of each quarter. The “Legislative Advocacy Quarterly Summary” is a compilation of the legislative advocacy work in the prior 3 months, and may be included in regular quarterly reports by the City Manager. The Summary will include:

1. A brief description of the letters sent, which includes date and purpose of advocacy.
2. The dates of phone calls with elected representatives and regulatory agencies if applicable.
3. The specific legislation discussed.

**SECTION IV. DEFINITIONS**

**A. Legislative Advocacy –**

1. Writing letters or making phone calls to elected county, state, and federal representatives, or regulatory agencies, in support or opposition to a proposed legislation or rule.
2. Adopting resolutions with the City’s position.

**B. Legislative Advocacy Quarterly Summary –** A compilation of the City’s legislative advocacy work during the previous quarter.

**C. City Partner –** Organizations and coalitions that the City is a member of, or may or may not choose to join.

**D. Legislative Platform –** A document including the state and federal policy positions of the City, which is evaluated on an annual basis and must be approved by the City Council.

**SECTION V. LEGISLATIVE PLATFORM**

The City of San Fernando’s Legislative Platform will be established annually by City Staff and reviewed by City Council.

The City Council reviews and adopts the Legislative Platform, which forms the basis for legislative advocacy activities engaged in by City Council Members and City Staff.

The Legislative Platform is informed by the City’s Strategic Goals, City Partner advocacy priorities, and neighboring cities positions.

**SECTION VI. AUTHORITY**

Policy adopted by the City Council on February 21, 2023, by order of City Council Resolution No. 8213