

**SUBJECT:**  
**Legislative Action Process**

<b>POLICY NUMBER</b>	<b>100-16</b>
<b>ADOPTED</b>	<b>5-26-82</b>
<b>REVISED</b>	<b>6-5-91</b>
<b>REVISED</b>	<b>1-16-02</b>

It is the policy of the City Council to adopt legislative guidelines on an annual or on an as-needed basis to provide guidance on formulating the City's positions on Federal and State legislation. The City Manager's office will solicit input from the City Council, operating departments and other sources as is appropriate to revise and update the Legislative Guidelines. Based on the adopted Legislative Guidelines, the City's position on bills will be communicated to the State Legislature and/or Congress as appropriate. Communications will be prepared by the City Manager's Office for the Mayor's review and signature.

It is the policy of the City Council that the Mayor and/or his/her Council designee, will represent the City on any necessary legislative visits to Washington, D.C. and/or Sacramento, along with appropriate staff support.