



# ADMINISTRATIVE REGULATION

Office of the City Administrator

<b>Number</b>	<b>803</b>
<b>Sections</b>	<b>1-7</b>
<b>Effective Date</b>	<b>3/3/08</b>
<b>Responsible Department</b>	<b>Administration</b>
<b>Review Date</b>	<b>3/3/13</b>

**SUBJECT: Procedures for Establishing a City Position on State and Federal Legislation**

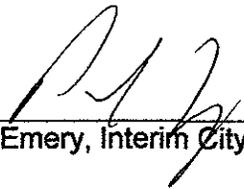
1. **Purpose:** This Administrative Regulation is to establish a procedure for establishing city positions regarding State and Federal legislation. This AR will outline the process by which position letters are drafted and then reviewed and approved before being sent to the appropriate state legislators or legislative committees.
2. **Authority:** City charter, section 401.
3. **Application:** The regulation applies to all department heads.
4. **Policy:** Timely response on legislative matters which might affect the City of Huntington Beach or other localities is of the utmost importance. Department heads shall review the Legislative Bulletin to determine if there are any pending bills that affect department operations and to prepare a recommendation, which shall be sent to city administration, regarding a position on the bill. Further, because legislation which might require a response may not be listed in the League Bulletin, department heads shall inform Administration of any pending legislation on which they believe the city needs to take a position. Department heads shall then prepare a draft position letter with specific examples of how the proposed legislation affects their department and transmit it to city administration for final disposition.
5. **Definitions:**
  - 5.1. League of California Cities Legislative Bulletin. The Legislative Bulletin, published weekly by the League of California Cities, lists legislation pending in the California legislature which affect California local governments. A position is usually (though not always) taken by the League on these bills.
  - 5.2. City position letter. A letter written by the Mayor on behalf of the City of Huntington Beach which states the City's position (oppose or support) on a pending bill.
6. **Responsibility:**
  - 6.1. Department heads shall be responsible for:

- 6.1.1. Reviewing the Legislative Bulletin to determine if there are any bills on which the city should take a position. Department heads shall also make Administration aware of pending legislative matters which might not be listed in the Bulletin and on which the city should consider taking a position.
- 6.1.2. Drafting position letters, with specific examples of how pending legislation will affect the City of Huntington Beach, to be transmitted to Administration.
- 6.2. Administration shall be responsible for:
  - 6.2.1. Copying and distributing the Legislative Bulletin to the department heads and to the City Council on a weekly basis.
  - 6.2.2. Reviewing the position letters submitted by the department heads.
  - 6.2.3. Drafting final letters indicating the city's position on pending legislation.
  - 6.2.4. Distributing copies of the unsigned final letter to the City Council for their review – the individual copy to be placed in a yellow folder and placed in each Councilmember's mailbox.
  - 6.2.5. Placing the original in the Mayor's yellow folder for signature (within 4 working days barring any objections from members of the Council).
  - 6.2.6. Distributing copies of the signed original to:
    - 6.2.6.1 The author of the legislation.
    - 6.2.6.2 Appropriate legislative committee.
    - 6.2.6.3 Local elected officials.
    - 6.2.6.4 The League of California Cities.
    - 6.2.6.5 The department head concerned.

## **7. Procedure:**

- 7.1. Copies are made of the Legislative Bulletin and distributed by city administration to City Council and to the department heads.
- 7.2. The department heads shall review the Bulletin and prepare comments on pending bills which affect the operation of their departments, and then recommend to Administration a position to be taken.
  - 7.2.1. Should a department head become aware of impending legislation in his or her field of interest which may be of interest to the city, Administration will be notified by the department head with a recommended position.
- 7.3. Department heads (or designated staff) shall draft position letters of support or opposition with specific examples of how pending legislation shall affect the city. Letters will then be transmitted to Administration.
- 7.4. Administration shall review the position letters received from department heads and prepare a final letter indicating the city's position on pending legislation.

- 7.5. Copies of unsigned position letters are distributed to the City Council for their review. The copies shall be placed in a yellow file and then placed in each City Council member's mailbox.
  
- 7.6. Copies of the original letter are placed in the Mayor's yellow file for signature. Within 4 working days if no objection is made by two or more council members, the Mayor will sign the letter. If there is an objection, the Mayor's Committee shall meet to discuss the recommended position. After meeting, the Mayor's Committee shall either authorize the signing of the letter, or refer it to the next City Council meeting for Council action.
  - 7.6.1. From time to time, the city may wish to take a position on a bill which has not been reviewed by the League of California Cities or upon which the League chooses to remain neutral. In this situation, the Mayor's Committee shall meet to review and then determine whether or not a position should be taken on the bill.
  
- 7.7. Once position letters have been approved and signed, Administration shall forward them to:
  - 7.7.1. The author of the legislation.
  - 7.7.2. Appropriate legislative committees.
  - 7.7.3. Local elected officials.
  - 7.7.4. The League of California Cities.
  - 7.7.5. The department head concerned.



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Paul Emery, Interim City Administrator