

**C O U N C I L   P O L I C Y**

<b>SUBJECT</b>	<b>POLICY NUMBER</b>	<b>EFFECTIVE DATE</b>	<b>PAGE</b>
<b>LEGISLATIVE POSITIONS</b>	<b>000-8</b>	<b>5/16/91 Revised 9/20/99</b>	<b>1 of 2</b>

**BACKGROUND**

The increasing involvement in local affairs by Federal, State and County governments, coupled with the proliferation of special agencies and districts, makes 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 his designee, shall be responsible for overseeing the legislative review process.
2. A Legislative Review Team, consisting of the Mayor, Mayor Pro Tem, and the City Manager, 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 National League of Cities, the State League of Cities, the Orange County Division of the League of Cities 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 his designee, as appropriate.
4. Formal Council approval is required in instances in which the City's position may differ from that of the National League of Cities, the State League of Cities, the Orange County Division of the League of Cities or the Orange County Council of Governments.
5. Formal Council approval is required in instances in which the National League of Cities, the State League of Cities, the Orange County Division of the League of Cities or the Orange County Council of Governments have not taken a formal position.
6. City Commissions and Committees are prohibited from executing legislative position letters but may make recommendations to the Legislative Review Team or the City Council.

**CITY OF COSTA MESA, CALIFORNIA**

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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.