



**ADOPTED BY THE CITY COUNCIL  
MAY 12, 2015**

**CITY OF PALOS VERDES ESTATES  
CITY COUNCIL POLICY**

**RESPONDING TO LOCAL, STATE AND FEDERAL LEGISLATION**

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**Purpose**

This policy establishes the guidelines for communicating a City position or perspective on local, state and federal legislative matters affecting the City when there is no opportunity to place this matter for consideration on a regularly scheduled meeting of the City Council.

**1. Definitions**

For the purpose of this policy, *legislative matters* include proposed laws and regulations generated by federal, state or local governmental bodies including Special Districts that affect the delivery of municipal services to Palos Verdes Estates residents.

For the purpose of this policy, *legislative activity* includes communications with or intended for legislators and/or legislative staff. Communications may include telephone calls, letters and office visits.

**2. Responsibilities**

The City Council liaison(s) represent an ad hoc committee to evaluate legislative matters as necessary.

The Mayor or City Manager may sign letters consistent with this policy. The liaison(s) and City Manager may communicate with legislators also in circumstances consistent with this policy.

**3. Policy**

- A. It is the policy of the City Council to engage in legislative activity only when the legislative matter affects the delivery of municipal services to Palos Verdes Estates residents.



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- B. It is the policy of the City Council that legislative activity must be approved by the City Council at a regularly scheduled meeting. However, when the City Council liaisons determine that a legislative matter necessitates legislative activity when there is no opportunity to place the matter on a City Council agenda in advance, with the concurrence of the City Council liaison(s) to the League of California Cities or South Bay Cities Council of Governments, the Mayor or City Manager may send a letter. The liaison(s) and the City Manager may also communicate directly with the Legislator and/or legislative staff.
- C. It is the policy of the City Council that when a letter is sent under the provisions herein, the City Manager will immediately forward a copy to all members of the City Council.
- D. It is the policy of the City Council that if timing prevents City Council from advance consideration of legislative activity, the liaison(s) and City Manager must place the legislative matter on the next City Council agenda for discussion and post-engagement approval.