

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT  CITY CONTACTS WITH FEDERAL OR STATE LEGISLATIVE AND ADMINISTRATIVE BODIES	Number 15.20	Issue 2	Page 1 of 4
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1. PURPOSE

The City engages the services of private contractors to represent the City in Sacramento and Washington, D. C. to provide legislative representation by lobbying or advocating for the implementation of the City's legislative program. The San Diego Municipal code and Council Policy establishes the Intergovernmental Relations Department to coordinate the legislative representation or lobbying efforts of all City departments and agencies. It is important to the success of the program that the City's advocacy efforts are timely and focused. Success is achieved by early notification and coordination with the Intergovernmental Relations Department to effectively use the City's legislative representatives. This regulation establishes the responsibilities and procedures for City departments, agencies, boards and commissions to disclose federal or State contacts before they result in legislation or administrative action and to ensure recommendations for action are routed through the Intergovernmental Relations Department.

2. SCOPE

This regulation applies to all City departments, agencies, boards and commissions. It applies to actions, advisements, consultations and recommendations which seek to influence the drafting or amendment of any Federal or State legislation, program, administrative rules, procedures, or the like, which may have any impact on the City.

(Supersedes Administrative Regulation 15.20, Issue 1, Effective March 10, 1986)

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Authorized

(Signed by John Lockwood)

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CITY MANAGER

(Signed by John W. Witt)

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CITY ATTORNEY

(Signed by Rich Snapper)

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PERSONNEL DIRECTOR

(Signed by Patricia A. Tennyson)

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INTERGOVERNMENTAL RELATIONS DIRECTOR

(Signed by Ed Ryan)

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AUDITOR & COMPTROLLER

(Signed by Bob Spaulding)

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PLANNING DIRECTOR

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3. POLICY

The Intergovernmental Relations Department, under direction of City Council shall be responsible for planning, recommending, coordinating and administering a Federal and State legislative and administrative program for the City.

4. PROCEDURE

4.0 The Intergovernmental Relations Department shall be the City clearinghouse for legislative advocacy activities.

4.1 All City departments, agencies, boards and commissions shall report their activities with Federal or State legislative or administrative offices to the Intergovernmental Relations Department's San Diego office. A high level of activity will require follow-up reports.

4.2 The following activities are reportable to the Intergovernmental Relations Department when such activities are for the purpose of influencing Federal or State legislative or administrative action:

- a. Public appearances before legislative or administrative bodies.
- b. Preparation of testimony or letters for use in attempts to influence legislative or administrative action.
- c. Service on any committee, commission or other administrative body, the purpose of which is to influence legislative or administrative action.
- d. The development of programs, policies, or procedures which involve City staff or will require City Council approval.
- e. Conversations, in person or by phone, with Federal or State officials or the City's Sacramento or Washington lobbyists regarding proposed legislation or administrative programs which will result in mandated or voluntary City participation.

4.4 Recommended positions on legislation or testimony regarding legislation are to be submitted to the Intergovernmental Relations Department for review prior to their issuance.

4.4 While the Intergovernmental Relations Department relies on City departments for technical expertise in various subject areas and any department may propose a draft letter on an issue,

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written correspondence on behalf of the City to elected officials regarding legislation at the Federal or State level shall be generated by the Intergovernmental Relations Department.

- 4.5 The Intergovernmental Relations Department will analyze these activities or recommendations with regard to:
- a) consistency with current City policy
  - b) recommendations from other departments and agencies
  - c) consistency with Council adopted Federal and State legislative policy guidelines.
- 4.6 The Intergovernmental Relations Department will determine if a City position may be taken based upon **an** existing Council Policy, including Council Policy 000-19; and, if so, shall notify our legislative advocates of that position.
- 4.7 If the activities are inconsistent or are not covered by a Council Policy, the Intergovernmental Relations Department will issue a report to the Rules Committee with recommendations on position and strategy.
- a. The Rules Committee will also hear testimony reports and recommendations from City departments, agencies and others.
  - b. The Rules Committee will advise Intergovernmental Relations Department and the other departments on policy relating to the issue and direct all departments on appropriate action to be taken.
  - c. The full City Council shall concur or modify the Rules Committee recommendations.
  - d. The Intergovernmental Relations Department shall notify our legislative advocates of that position.

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APPENDIX

Subject Index

City contacts with Federal or State Legislative Administrative Bodies

Administering Department

Intergovernmental Relations Department

References

City Council Policy 000-19 “Legislative Policy Guidelines”

San Diego Municipal Code, Chapter II, Article 2, Division 19, Section 22.1901