

Legislative Engagement Process for Town of Erie Trustees and Staff



Staff or Trustee becomes aware of bill in development or introduced, or State administrative action.

- Through a partner organization, legislator, media outlet, etc.



Review Town of Erie Legislative Policy Agenda for consistency with policy position.

- If a position exists that is consistent with the legislative (bill) or administrative (rule) action, the staff or Trustee will know the Town can engage on the matter.
- Proceed to the next step in the process to discuss potential engagement actions with the Town Administrator and determine if anyone else from the Town is or should be involved in the discussion.
- If a position does not exist consistent with the proposed action, then the Town will not engage on the matter. If staff or Trustee believes that there is potential for significant impact on the organization or community, proceed to next step.



Outreach to Town Administrator's Office.

- Ensure the Town Administrator is aware of the issue and understands the actions or discussions to date.



Joint discussion regarding issue of concern to determine next steps.

Administrator, Mayor and/or Trustee, and staff discuss potential engagement options. Consider alignment with Town legislative priorities and other goals, potential impact of issue to organization/community, staff capacity to engage, other parties engaged and leveraging existing representation.

- May conduct information gathering with delegation members or partner organizations to understand context, status and viability of the proposal.

•Town



Determine level and type of engagement.

Based on information gathered, determine the best engagement approach for the Town. Potential engagement could include:

- Passive tracking/monitoring the bill
- Communication to legislative delegation – letter, email, statement
- Testimony at bill hearing
- Stakeholder engagement participation
- Determine who will be the point person on the issue and what additional staff or Trustees will be engaged.

Legislative Engagement Protocols

- 1. Communication between Trustees and staff with the TAO is critical for successful legislative engagement.**
 - Staff and Board members will inform the TAO of any legislative activities prior to engagement.
 - TAO will be informed prior to and after any discussions with legislative delegation members related to Town matters.
 - Staff and Board members representing Erie in coalition groups, partner organizations or legislative lobbying groups will share with the TAO any concerns about the consistency of a group's position with the Town of Erie.

- 2. Board and staff legislative engagement on behalf of the Town will reflect the adopted Legislative Policy Agenda.**
 - Trustees and staff engaged in coalition groups, partner organizations, or legislative lobbying organizations will communicate (or vote in accordance with) the agreed upon position reflected in the most recent legislative policy agenda when sharing the Town of Erie's position.
 - In circumstances when action on a bill or policy is requested that is not represented by the Legislative Policy Agenda, the Trustee or staff should recuse themselves from voting on the matter.
 - If the Trustee or staff feels that the issue is significant to the Town of Erie, although it's not reflected on the Legislative Policy Agenda, it should be raised with the TAO for discussion.
 - In circumstances where the bill/position/vote are not entirely consistent with the Erie Legislative Policy Agenda (but the issue and position are generally consistent), the Trustees may:
 - Assess the intent and impact of the bill to advance the goals identified through the legislative policy agenda position and vote accordingly.
 - Or recuse themselves from discussion or action.
 - In such cases, the Trustee should talk to the TAO regarding the issue to determine if there is a need or desire to engage further in the bill.

- 3. Collaboration with other municipalities and partner organizations is important for legislative engagement.**
 - Town staff are a valued and informed resource regarding policy matters in their professional field. Staff commit to maintaining positive relationships with professional organizations and neighboring communities in their areas of expertise.
 - Town staff and TAO participate in regional and statewide coalitions (CML committees, other professional organization policy committees, etc.) that advance the Town's Legislative Policy Agenda to the extent their workload allows. TAO is informed of such participation and engagement of Town staff around legislative and policy matters.

- 4. Coordination between Departments, the TAO, and the Town Board supports successful Legislative Policy Agenda implementation.**
 - The Town Administrator will keep the Town Board updated on legislative activities occurring by departments or individuals within the organization.
 - Town staff will provide periodic updates to the Town Board during the legislative session.
 - The Mayor and Town Trustees will keep the Town Administrator informed regarding engagement with legislators about any bills that are of interest to the Town and that are consistent with the legislative policy agenda.

- 5. The Town of Erie's legislative tracking and engagement will be scaled according to staff capacity.**

- With no dedicated staff for lobbying or legislative engagement, staff will rely on information received from partnership organizations, neighboring jurisdictions, legislator contacts, Trustees, and the departments to identify bills that may be of interest to the Town and that are consistent with the legislative policy agenda.
- Staff will not monitor the daily legislative activities of the General Assembly.
- Depending on the legislative issue at hand, the Town Administrator, with input from the Mayor, will determine any engagement that may occur and who will be involved.
- The Town Administrator and Mayor will determine if there is a need to bring any matters that are not reflected in the Town's Legislative Policy Agenda to the Board for further consideration.

6. The Town's actions on legislative matters will be determined by the Town Administrator and Mayor.

- The engagement strategy will be determined by the Town Administrator and Mayor.



Staff Guide: Preparing for and Engaging with the State Legislature

A guide for Erie Town Trustees and Town Administrator’s Office staff to plan for effective engagement with the Colorado General Assembly.

Action Item	Supporting Information	Timeline
Understand the Legislative Session dates, deadlines, and timelines.	Information should be posted in November/Dec. at https://leg.colorado.gov/	November/December prior to session
Identify the Town of Erie Legislative delegation members (Representatives and Senators whose district boundaries directly intersect with or are adjacent to the Town boundaries) and have contact information available for outreach before and during the session.	https://leg.colorado.gov/house-district-map Complete list and contact information below.	November – after elections and prior to session
Mayor and/or Town Administrator make contact with the delegation members prior to the legislative session.	Purpose is to understand what the legislators are working on and if there is anything the Town can do to assist them, and to share Town’s legislative policy agenda.	Late November/early December
Know what committees Erie’s legislative delegation members serve on, and their political party.	Committee assignments can be found at the link below, or by looking at the legislators individual page: https://leg.colorado.gov/content/committees	With elections, committees may not be determined until just prior to the start of the session (January).
Determine who the primary contact will be with the delegation members (leverage existing relationships when possible).		November/December
Begin to establish relationships with key delegation members.	Mayor, Town Administrator, and/or Trustees arrange coffee or brief meetings with the delegation members. Learn who the legislative staff contact or aid is, and try to obtain phone numbers for direct engagement during the session.	November - January
Identify staff responsible for tracking legislative activities during the session.	Should be able to dedicate 5 – 10% capacity to bill tracking and reporting during the legislative session.	December

<p>Subscribe to all newsletters or listservs of partner organizations that conduct lobbying and advocacy activities on behalf of the membership. Ensure other staff are forwarding update emails to the legislative lead during the session.</p>		<p>December/January</p>
<p>Staff lead becomes familiar with the General Assembly website, including calendars, committee pages, bill updates, and other key information posted during the session.</p>	<p>https://leg.colorado.gov/</p>	
<p>Staff develops a legislative tracking tool for key bills identified through partner organizations, Trustees, or staff.</p>	<p>Example legislative tracking tool attached</p>	<p>January</p>
<p>Staff provides regular updates (bi-weekly, monthly, etc.) to the Town Trustees regarding any bills that are being tracked or any engagement on bills.</p>	<p>Could be informal, in email format. Can include the most recent tracking tool update, or simply updates on any recent activities.</p>	<p>Jan - May</p>
<p>Staff shares end of session tracking sheet with final bill status, as well as legislative wrap-up materials from partner agencies.</p>	<p>Example wrap-up memo attached</p>	<p>June - July</p>