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City Manager's Office

# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Betsy Shotwell

**SUBJECT:** CITY STAFF LEGISLATIVE  
TRAINING

**DATE:** February 25, 2014

Approved

Date

2/26/14

## INFORMATION

The Intergovernmental Relations Office (IGR), within the City Manager's Office of the City of San José will be conducting training for City staff. The training will review the legislative process with a special emphasis on tracking legislation that could affect the City as well as the potential avenues for advocating on specific issues through IGR. This is an excellent opportunity to learn about how to track legislation at both the State and Federal levels and the process for taking recommended positions on pending legislation to the Council for official City positions. City departments and Council Appointees are invited to send staff members to participate in the training.

This year, the training will be held Friday, March 14, 2014, in the Wing 119-120 and will run from approximately 1:30 p.m. until 2:30 p.m. IGR will conduct the training, and the City's State legislative advocate in Sacramento, Roxanne Miller, will help facilitate the training. Please let us know if someone from your office is interested in participating in the training.

To RSVP, please contact Jessica Lowry at (408) 535-8148 or at [jessica.lowry@sanjoseca.gov](mailto:jessica.lowry@sanjoseca.gov) by **Friday, March 7, 2014.**

/s/

BETSY SHOTWELL  
Director, Intergovernmental Relations