



Memorandum

TÓ: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Betsy Shotwell

SUBJECT: CITY STAFF LEGISLATIVE
TRAINING – NOVEMBER 13, 2015

DATE: October 21, 2015

Approved

Date

10/21/15

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 fall, the training will be held Friday, November 13, 2015, 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, Staff Technician at (408) 535-8148 or at jessica.lowry@sanjoseca.gov by Friday, November 6, 2015.

/s/

BETSY SHOTWELL
Director, Intergovernmental Relations