



WESTMINSTER

COLORADO

CITY OF WESTMINSTER 2026 LOBBYING PROTOCOLS

Official City Legislative Positions

State-Level Positions

The City of Westminster (City) may take positions on legislation or policy issues being considered at the state level (Colorado General Assembly). This may occur during a legislative session as a bill; or regarding a policy, regulation, funding source, or other related consideration. Positions that may be taken are:

- Support;
- Oppose;
- Amend;
- Support if amended; or
- Oppose unless amended.

Taking positions of amend, in any manner, on proposed legislation may facilitate greater collaboration, greater negotiating power, and building and maintaining a relationship with a bill sponsor or other key stakeholders.

It is important that policy issues be reviewed with City Council to ensure that they are priorities of the City as set forth in the adopted Legislative Policy Statement. Prior to stating any official City position, City Staff (Staff) will review the legislation to determine the potential impact on the City. After thorough review, Staff will provide City Council with a brief summary of the legislation and a recommendation. Staff may bring legislation with a recommended position to Council:

- during a City Council meeting during which the City Council can be polled to indicate agreement with Staff's recommended position: or

- via email wherein the legislation and Staff's recommendation are provided, and City Council members respond to the Staff member directly with indicating whether or not they are in agreement with Staff's recommendation.

In order to release an official City position, the majority of City Council must agree upon a position on the legislation or issue. In the case of an email poll, prior to publishing an official position, Staff will notify City Council which members voted in support of Staff's recommendation and those who voted against it.

Official positions on issues frequently have a time sensitivity that requires Staff to utilize emails to City Council. As noted above, Staff will review and summarize the issue(s), and provide City Council with a recommendation. It is very important that City Council respond with their position via email to Staff in the timeframe provided in order to allow the City to impact the outcome of a piece of legislation. Once City Council takes an official position, the City's legislative scorecard will be updated and made available to legislators and the public.

Once a formal poll has been taken either during a Council meeting or via email, should any Council member choose to change their position, such change must be noted on the record during the next Council meeting. A monthly "Information Only" Agenda Memo will be provided monthly to share positions taken via email during the previous month.

The City maintains a state legislative advising consultant who can advise on issues and facilitate communications with the appropriate entity. Please see the "Lobbyist and Staff Interaction" section of this document for more detail.

Federal-Level Positions

The City may also take positions on legislation or policy issues at the federal level (United States Congress). This may occur during a legislative session as a bill; or regarding a policy, regulation, funding source, or other related consideration. When warranted, City Council will generally support or oppose an issue, but there may be an instance where an amendment(s) may be suggested. There may also be an opportunity to collaborate with other municipalities or entities to facilitate a more significant stance on an issue. Communication to federal government entities is usually channeled via electronic communication through the U.S. Senators offices, the U.S. House Representatives offices, or to a federal agency such as the Department of the Interior, Department of Agriculture, etc.

The City maintains a federal legislative advising consultant who can advise on issues and facilitate communications with the appropriate entity. Please see the "Lobbyist and Staff Interaction" section of this document for more detail.

Representing the City at CML, DRCOG, NLC, and Other Organizations

Members of City Council serve as representatives of the City for a variety of organizations, including but not limited to the Colorado Municipal League (CML) and Denver Regional Council of Governments (DRCOG), or National League of Cities (NLC). Through these organizations, Councillors may be asked to take positions concerning legislation, and in some cases, legislation for which the City has not yet taken formal action.

- In instances where an official City position has been agreed upon, Councillors are to vote in alignment with the previously determined position of the entire City Council.
- In instances where the City has not taken formal action on a bill or issue and the bill or issue is clearly addressed in the adopted Legislative Policy Statement, the Councillor should use their best judgement in casting a vote that aligns with the Legislative Policy Statement and is representative of City Council's position.
- In instances where an issue or bill arises for vote that is not addressed in the Legislative Policy Statement or that has not yet been taken up by Council, a Councillor should indicate that the City does not have an official position and that the issue will be discussed with the entire City Council before a position will be shared. As such, Councillors may need to abstain from voting in certain circumstances where an official City position is not clear.

If a Councillor votes in a public forum on an issue or bill that the City Council has not yet taken an official position on, the voting Councillor must report to the entire Council at the next possible meeting the vote that was cast on behalf of the City.

Testimony at the Colorado State Capitol

Councillors are encouraged to testify on the City's behalf while serving as Board and Commission members. Staff are also occasionally requested to testify on the City's behalf on various pieces of proposed legislation at the Colorado State Capitol. When testifying, City Councillors, Board and Commission members, and/or Staff must notify the City Manager's Office to ensure that City Council has taken an official position on the legislation or issue. Notifying the City Manager's Office ensures that both City Council and the City's lobbyists are advised that a City representative will testify on a particular bill. It is important that lines of communication between Staff and the lobbyists remain open at all times to ensure that the City's lobbying efforts are as effective as possible and that we coordinate our efforts with other groups, including the Colorado Municipal League.

If testimony is not in support of the City's official position on the legislation, the City Councillor, Board of Commission member, or Staff should note that they are testifying on their own behalf, or on behalf of a particular group or regional coalition, and not as a representative of the City.

Lobbyist and Staff Interaction

In order to streamline interaction and avoid confusion with City Council, Staff will coordinate all correspondence with the state and federal lobbyist(s). The Assistant City Manager, and Policy & Budget Staff (PB Staff) have been designated to coordinate the tracking of legislation, obtaining City Council's official position, and conducting other miscellaneous research/support as necessary in presenting the official position(s) of City Council. The lobbyist(s), in turn, will coordinate all of their correspondence with City Council and Staff through the Assistant City Manager and PB Staff.

As needed, and particularly if time sensitive, City Council members may contact department-level Staff who are subject matter experts (SMEs). SMEs shall inform the Assistant City Manager and PB Staff of such City Council communications to ensure all are fully briefed.

Prior to engaging the lobbyists' efforts, City Council will be surveyed to ensure that a majority of the City Council concurs with moving forward with a position on a particular piece of legislation.

City Council may designate a Councillor as the point person on a specific piece of legislation or policy area. The Council designee may communicate and collaborate directly with Staff and lobbyists.

In an effort to facilitate communication and education, and to respond to matters in a timely manner, City Council may communicate directly with lobbyist(s). It is the lobbyist's responsibility to inform Staff of such communications.

Any interaction (whether City Councillors, Board and Commission members, or Staff) with state or federal Senators or Representatives, or their staff, on behalf of the City must have City Council's approval and agreement that the issue is a priority. Staff must be apprised of any contacts made on specific legislation in order to ensure that the lobbyists are well informed to maximize their effectiveness and prevent conflicting messaging.