

*Insert appropriate letterhead*

**MEMORANDUM**

Date: \_\_\_\_\_, 2016

To: Webb County Elected Officials, Appointed Officials, Department Heads and Administrators

From: Honorable \_\_\_\_\_, Legislative Committee Co-Chair  
Honorable \_\_\_\_\_, Legislative Committee Co-Chair  
Mr. Leroy Medford, County Commissioners Executive Administrator  
Mr. Adelaido “Lalo” Uribe, County Judge Executive Administrator  
Mrs. Rhonda Tiffin, Planning Director

**Re: Request for proposals/recommendations  
Webb County Proposed Priority Legislation to the 85<sup>th</sup> Legislature**

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The Webb County Legislative Committee is in the planning and development phase of the county’s priority agenda for the next State Legislative Session. We are soliciting your input for any proposed legislation or issues that you wish to present for consideration in the county’s official legislative agenda.

Webb County is particularly fortunate to have some of the most-dedicated and influential State Legislators representing us in Austin which has resulted in numerous legislative successes for Webb County and its citizenry. However, to ensure a continued positive result, it is imperative that our legislative requests be clear and concise. More importantly, from our past experiences we have learned that our requests should:

- Provide a clear understanding of the issue/problem prompting the request;
- Offer a specific example of the issue/problem;
- Describe how the issue/problem causes a hardship; and
- Explain why it must be solved legislatively.

In an effort to ensure our agenda adequately addresses the above criteria, we have developed a form for that purpose. Attached hereto, please find a hardcopy of the legislative nomination form or you can use the digital version located on the common drive located at: "T:\85th Legislative Agenda\Nomination Form - Digital". Please use this form to initiate your legislative requests to the Legislative Committee with each request set-out in a separate nomination form. Please **DO NOT** save your edited digital form(s) to the “T” drive – instead, save to your desktop. Once completed, please forward a copy of your request(s) to Leroy Medford at [lmedford@webbcountytx.gov](mailto:lmedford@webbcountytx.gov) and a copy to Rhonda Tiffin at [rhonda@webbcountytx.gov](mailto:rhonda@webbcountytx.gov).

To ensure the timely submittal of items for consideration and preparation, please submit your nominations no later than \_\_\_\_\_, **2016**.

We look forward to working with each of you on these matters and we thank all those who have contributed or will contribute to the success of this endeavor. Should you have any questions or comments, please feel free to contact any member of the committee.