


## Appendix B: Legislative Platform Policy

 <b>LEGISLATIVE ADVOCACY PROGRAM</b>	<b>POLICY TYPE:</b> Administrative	
	<b>SECTION/POLICY NO:</b> No. 1.12	
	<b>ORIGINATING DEPT./DIV.:</b> City Manager	
<b>APPROVED BY:</b> City Council Resolution CC 2019-____	<b>EFFECTIVE DATE:</b>	<b>SUPERSEDES:</b> 2013 Legislative Advocacy Program (Sept, 2013)

### I. Policy Objective:

To provide guidance on how to implement the Legislative Platform adopted by the City Council. The policy is aimed at prompt and transparent repose to pending county, state and federal legislation affecting Glendora and its municipal interests.

### II. Authority:

The original Administrative Policy governing the City's stance on legislative items was adopted by the City Council in 1977 and was more recently updated in 2013. This policy, and all future updates are adopted via Resolution of the City Council.

### III. Assigned Responsibility:

City Manager or their designee.

### IV. Correspondence:

Pursuant to this policy, "correspondence" is generally referred to as communication in the formal letter format. However, correspondence shall be considered any communication expressing an opinion on proposed legislation, including, but not limited to: emails, phone calls, and text messages.

### V. Individual Views:

It is recognized that preparing a letter of support or opposition is not intended to indicate that every member of the City Council shares the same opinion on proposed legislation. Any action to support or oppose proposed legislation reflects the overall views City Council body and not individual member. Further, any proposed action to support or oppose proposed legislation does not reflect the individual views of any singular staff member.

Any Councilmember may express their personal views as an individual Councilmember, taking care to clearly identify those views as their personal opinion and not the views of the City.

Any City staff member may express their personal views as a private citizen, taking care to clearly identify those views as their personal opinion and not the views of the City.

**VI. Procedure:**

1. Annually, the City Manager or their designee updates the City's Legislative Platform for consideration by the City Council. Input is received by the City's Boards/Commissions, Department Directors, Mayor and Mayor Pro-Tem. Upon adoption by the City Council:
  - a. The Legislative Platform will be posted to the City's website, under Legislative Advocacy Correspondence:  
<http://www.cityofglendora.org/departments/government/city-council/legislative-advocacy-correspondence>
  - b. The Legislative Platform will be sent to the League of California Cities for posting on their website: <https://www.cacities.org/Policy-Advocacy/Legislative-Platforms>
  - c. The Legislative Platform will be sent to all other applicable parties, including the City's legislative advocacy firm, if applicable.
2. The City Manager or their designee is authorized to prepare letters supporting or opposing legislation on behalf of the City:
  - a. When the City's Legislative Platform provides clear guidance on the stance of the City.
  - b. When requested by an organization where the City of Glendora is a member agency and has appointed a City Council Member or City staff member: League of California Cities; San Gabriel Valley Council of Governments, Independent Cities; Contract Cities; San Gabriel Valley Economic Partnership; Glendora Chamber of Commerce; Gold Line Construction Authority; Foothill Transit; and San Gabriel Water Association.
  - c. If the City Manager or their designee has doubt that the Legislative Platform clearly articulates direction on a certain proposed piece of legislation, the Mayor, one additional Councilmember and City staff, where applicable, may be consulted. If ambiguity still exists, an item should be presented to the City Council for consideration.
3. Letters prepared by the City Manager or their designee supporting or opposing legislation on behalf of the City may be signed:
  - a. By the Mayor
  - b. By the Mayor Pro-Tem in the absence of the Mayor
  - c. By the City Manager in 1) the absence of the Mayor and Mayor Pro-Tem; or 2) when time is of the essence.
4. All executed letters prepared supporting or opposing legislation on behalf of the City:
  - a. Will be posted to the City's website, under Legislative Advocacy Correspondence:  
<http://www.cityofglendora.org/departments/government/city-council/legislative-advocacy-correspondence>
  - b. Will be sent to all applicable County, State and Federal legislators (e.g. local representation, committee chairs, etc.) and the City's legislative advocacy firm.
  - c. Will be uploaded to all applicable legislative correspondence portals.