



ERIC GARCETTI
MAYOR

EXECUTIVE DIRECTIVE NO. 4

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Under the City Charter, the City Council and Mayor are responsible for adopting the official legislative positions of the City of Los Angeles, and the Mayor is responsible for representing the City in intergovernmental relations and supervising the City's intergovernmental relations function.

A unified voice and coordinated strategy are critical elements in ensuring effective advocacy on behalf of the City. Therefore, communication between the Mayor's Office and all other City departments and agencies on legislative matters is essential.

Attached is the current "Procedures Manual for the Development and Representation of the City of Los Angeles' Policy and Legislative Positions," which may be updated periodically. Adherence to this manual will ensure that the City consistently pursues intergovernmental matters in a unified and coordinated manner, with the goal of improving our success in pursuit of our legislative goals.

Accordingly, I hereby direct all General Managers, Heads of Departments/Offices, and Commissions of City Government to comply fully with the procedures outlined in this manual and to cooperate fully in developing and implementing the City's legislative strategy.

Travel authority documents (*i.e.*, General Accounting Encumbrance—Travel Document [GAETL]) for all Department Heads and Commissioners, including proprietary departments, require approval by the Mayor's Office. In addition, Department Heads' and Commissioners' Personal Expense Statements (PES) that have exceptions to the City's travel policy require approval by the Mayor's office. The Department Heads and Commissioners for Fire and Police Pensions and Los Angeles City Employees' Retirement System are exempt for these requirements since their Boards have sole and exclusive authority over their respective trust fund assets.

Persons with questions should call the Mayor's Office of External Affairs.

Executed this 24th day of JUNE 2014



ERIC GARCETTI
Mayor

**PROCEDURES MANUAL
FOR THE DEVELOPMENT AND REPRESENTATION
OF THE CITY OF LOS ANGELES'
POLICY AND LEGISLATIVE POSITIONS**

MAYOR'S OFFICE OF EXTERNAL AFFAIRS

**ERIC GARCETTI
MAYOR
JUNE 2014**

EXECUTIVE SUMMARY

The contributions of the City of Los Angeles is vital to the economic and social development of California and the nation and the acute effects of public policy on the City's diverse communities necessitate strong advocacy on behalf of the City at the regional, State and Federal levels of government.

Under the City Charter, the City Council and Mayor are jointly responsible for adopting the City's official legislative positions, while the Mayor is responsible for representing the City in intergovernmental affairs. This structure places a premium on the need for communication between the Mayor's Office and all other City departments and agencies in developing City legislative positions. Furthermore, it emphasizes the importance of a unified voice and coordinated strategy when representing the City's interests before other governmental jurisdictions.

The "Procedures Manual For the Development and Representation of the City of Los Angeles' Policy And Legislative Positions" will ensure that the City consistently pursues legislative policy in such a unified and coordinated manner, with the aim of improving our success in pursuit of our legislative goals.

The Mayor retains ultimate discretion in implementing advocacy efforts. The goal of this manual is to provide guidelines for City advocacy in favor of, or against, actions by non-City governmental agencies and organizations. Generally, this means that only officials and employees designated by the Mayor may represent the City's interests at the Regional, County, State and Federal levels based upon legislative positions approved by the Mayor and the City Council.

This manual will be continually evolving to adapt to the City's changing advocacy needs. The Mayor encourages every City agency to share input aimed at making the City's Legislative Program and intergovernmental relations activities more efficient.

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- A. Intergovernmental Response Report
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SCOPE OF THE INTERGOVERNMENTAL RELATIONS FUNCTION

The policies and procedures in this manual are applicable to advocacy on all policy matters before governmental agencies and organizations on behalf of City agencies as defined below.

I. Advocacy

For the purpose of this manual, "advocacy" shall refer to any effort (including, but not limited to, physical meetings, phone calls, written and electronic correspondence, trade association advocacy, etc.) made by an employee or official of the City to legally influence a government body or representative on a particular issue.

II. Governmental Agencies and Organizations

As used in this manual, "non-City governmental agencies" include any governmental bodies whose policies have an impact on the City of Los Angeles. These shall include all offices, agencies or departments whether administrative, regulatory or legislative, of the County of Los Angeles or other local jurisdictions, regional or quasi-governmental bodies, the State of California, and the Federal government of the United States.

"Organizations" shall refer to any non-governmental administrative and/or functional association or society such as, but not limited to, the National League of Cities, the League of California Cities, the Southern California Association of Governments, and the United States Conference of Mayors.

III. Official Legislative Positions

As used in this manual, the term "official legislative position" shall include administrative and regulatory proposals, policies and actions of County, State, Federal and other governmental agencies except when specific exceptions are made herein. As stated in Los Angeles Administrative Code Section 2.19: *"No person or department affiliated with the City of Los Angeles may represent that the City of Los Angeles supports, opposes, seeks, wishes to amend or has any position regarding any legislation, rules, regulations or policies unless such position has been adopted as an official position of the City of Los Angeles."* It is the intent of this definition to require that communications from City agencies on all policy matters be approved through the process described herein.

IV. City Agencies

A City "Agency," for purposes of this manual, shall refer to all City departments, commissions, organizations, boards and agencies unless otherwise indicated in this text.

THE LEGISLATIVE PROGRAM

This portion of the manual describes how official City legislative positions are created and managed, and also sets guidelines for City Agencies to modify those positions through the City's legislative process.

I. Legislative Program Development

The City's Legislative Program contains all positions taken by the City (by way of the process prescribed by the Los Angeles Administrative Code) which relate to the activities of the County of Los Angeles, the State of California, the Federal government of the United States, and their respective administrative agencies and political subdivisions, as well as appropriate regional bodies and other organizations. These adopted positions generally indicate the City's official support of or opposition to proposed governmental actions as well as proposals that the City would like to see enacted.

The State and Federal portions of the Legislative Program correspond with one session (or year) within the duration (two years) of a particular State Legislature or Federal Congress (e.g. 2004 is the second session of the 108th Congress).

Only items and issues contained in the Legislative Program can be represented as official positions of the City of Los Angeles.

A. Initiating Official City Positions

In cases where a City Agency is requesting the sponsorship of legislation, an administrative action, a position change, submission of formal City comments or an earmark or directed grant, adherence to an annual schedule should be followed so that the City can solicit those requests in a timely manner, thereby maximizing the probability of their adoption. That schedule is as follows:

- On or before August 15 of each year: The Office of the Mayor solicits City Agencies for requests for sponsorship of legislation.
- On or before September 15 of each year: City Agencies submit legislative proposals to the Mayor.
- On or before October 15 of each year: The Mayor selects and submits approved requests for sponsorship of legislation to the City Council for consideration.
- On or before November 15 of each year: The City amends the Legislative Program to reflect adopted requests for sponsorship of legislation.

B. Monitoring and Analysis

City Agencies are responsible for monitoring legislation, administrative actions and other changes promulgated by non-City governmental agencies that may have a substantial impact on their operations or finances, or on the operation or finances of the City in general.

C. Referrals and Recommendations

For proposed actions and legislation relevant to the City of Los Angeles, City Agencies should alert the Mayor's Office by preparing a written notice reflecting the introduction or amendment of such legislation or other action including a brief description of the measure or change and a recommended response.

This notice, called an **Intergovernmental Response Report** (see Attachment A), should contain a summary of the proposed measure or change, a description of how the proposal may impact City Agency operations, and the recommended position to be taken in response to that measure or change.

The Mayor's Office of Intergovernmental Relations or the Chief Legislative Analyst (CLA) may request an analysis of the proposed action to determine whether the measure will have a direct or substantial impact upon City operations or finances. City Agencies should provide a recommendation in response to such requests in a timely manner via a **Legislative Bill Notice** (see Attachment B).

Intergovernmental Response Reports and Legislative Bill Notices should be transmitted to the Mayor's Office of Intergovernmental Relations through the Department's General Manager or the head of the City Agency. If responding to requests for analysis from the Chief Legislative Analyst, the City Agency must also transmit a copy of the Legislative Bill Notice to the Mayor's Office of Intergovernmental Relations.

D. Executive Review

Following receipt of an Intergovernmental Response Report or Legislative Bill Notice from a City Agency, the Mayor will review the proposed measure and any recommendations for response. For those measures or actions that the Mayor agrees will have a substantial impact on City operations or finances, the Mayor may consent to have that item added to the Legislative Program.

The Mayor reserves the right to solicit input on the impact and relevance of legislation from independent sources including, but not exclusive of, the City Council, the Chief Legislative Analyst, and non-City organizations. Furthermore, the Mayor shall be the final arbiter in situations where City Agencies recommend conflicting positions on proposed measures.

E. The City Legislative Process

Should the Mayor decide to seek an addition or change to the Legislative Program, he/she will authorize the Agency to pursue the adoption of a Resolution making the change through the City legislative process. That process includes the official City adoption of a position by the Los Angeles City Council and subsequent concurrence of the Mayor.

Since the City legislative process can take some time, City Agencies should submit their recommendations to the Mayor for review on a timely basis. In special cases where exigent circumstances require urgent and immediate adoption of a new City position, the Department or Agency should notify the Mayor's Office of External Affairs immediately so expedited procedures can be put into place immediately.

II. Reporting

Upon conclusion of the Federal or State Legislative session each year and the expiration of the period during which the President of the United States or Governor of California may sign bills, the Mayor shall prepare a report to the City Council for informational purposes describing the new laws which affect the interests of the City of Los Angeles. Agencies and departments should be prepared to assist the Mayor's Office in the compilation of this report.

The City Council, by ordinance, has also directed the Chief Legislative Analyst to monitor the City's Legislative Program and report to the Council. However, because the Mayor must monitor the Legislative Program in conjunction with executing his/her Charter responsibilities, the Mayor will also provide the Council with periodic updates on the status of the City's positions in the City Legislative Program.

GUIDELINES FOR ADVOCACY AND COMMUNICATION

The Mayor is the head of the City's Legislative Representatives, which are the delegation of intergovernmental representatives and other officers and employees who, pursuant to Mayor's authorization, may from time to time represent the City relative to non-City government or organization legislation and/or administrative actions. Such representatives shall coordinate their actions with the Mayor.

I. Authorized City Advocates

A. Legislative Representatives

The Mayor shall appoint one or more Legislative Representatives of the City of Los Angeles. These representatives shall be designated as duly authorized representatives of the City of Los Angeles at regular and special sessions of the Board of Supervisors of the County of Los Angeles, the Legislature of the State of California, and the Congress of the United States, and other Federal, State, regional or local entities or organizations whose actions may have an impact on the City. It is their responsibility to attend the sessions of these bodies and present information to aid in the passage or defeat of legislation or actions when the Mayor deems it appropriate for the City of Los Angeles to so act, pursuant to the provisions in this manual. Where required by law they shall register as lobbyists.

B. Special Representatives

From time to time, the Mayor may designate special representatives of the City to communicate with intergovernmental agencies or to appear as witnesses before various legislative bodies and organizations. The Mayor shall determine the necessity for such communication pursuant to designated approval procedures.

All City Agencies are required to extend their full cooperation and technical assistance to the Legislative Representatives and special representatives in their presentation of City positions.

C. City Employees

To ensure proper coordination in the presentation of the City's Legislative Program, non-elected officers and employees of the City shall, prior to communicating (whether orally or in writing) or testifying before legislative bodies, administrative entities or other organizations, consult with and receive the approval of the Mayor's Office of External Affairs.

D. Appointees

Mayoral appointees to policy and technical positions of non-City organizations are authorized to represent the City's official legislative positions pursuant to the requirements of this manual. Any organizational by-laws, State or Federal law or other government ordinance or resolution that designates an appointing authority other than the Mayor are exempt.

City employees, prior to accepting any selection or invitation to participate on a committee of any government or government-related organization on City time, must receive the approval of the Mayor. Whenever a City officer or employee is awarded a grant, fellowship or stipend to attend a school, seminar, etc. sponsored by another organization on City time or is offered an appointment or is appointed to any board, agency, organization, etc. with which the City may have some relationship, that person must notify the Mayor in writing. Department heads shall report to the Mayor annually (no later than January 31st for the previous year's activity) on their employees' participation in such an organization.

E. Elected Officials

Nothing in this manual shall be construed to limit the right of elected City officials to appear before or otherwise communicate with any governmental body or organization to express their personal views at any time. However, such elected officials should clearly indicate that the opinion expressed is that official's point of view and not the official position of the City. If the elected official or designee testifies contrary to a City position, that official or designee should state that the testimony or communication is contrary to an adopted City position to avoid confusion.

11. Intergovernmental Communications and Appearances

A. Correspondence

Written communication for purposes of advocacy must be submitted to the Mayor's Office of External Affairs for approval prior to transmittal. No letter, fax, e-mail or other form of written correspondence shall be sent out for advocacy purposes without the Mayor's Office's knowledge and approval. This includes correspondence generated in Sacramento and Washington, D.C. by the City's Legislative Representatives. All official advocacy correspondence shall be sent via the Mayor's Office of External Affairs in Los Angeles or the City's offices in Sacramento and Washington, D.C. unless otherwise directed by the Mayor.

Unless otherwise directed, all written communications for advocacy shall be signed by the Mayor. In cases where the Mayor so designates, the head of the affected Agency may be asked to sign the correspondence as the Mayor's designee. The Mayor may also designate certain City employees or officials to write and sign official correspondence for the City.

Any correspondence received by non-elected officers and employees of the City from any County, State or Federal entity or other organization which may substantially impact City business or has substantial policy implications for the City, shall be referred to the Mayor at the earliest possible date.

Communications received by City officers and employees in the transaction of routine City operations are exempt from this reporting requirement. City non-elected officers and employees should consult with Mayor's Office of External Affairs to determine whether the matter falls under this exemption.

B. Testimony

Testimony to be given by a City employee or official who has been summoned by a government committee or entity, must be approved in advance by the Mayor and developed and delivered in coordination with the City's Legislative Representatives in Sacramento and/or Washington D.C. and must be consistent with official City positions. Each person so attending, and the Legislative Representatives at their discretion, shall prepare and file with the Mayor a report of the matters affecting the City's interest which occurred at the meeting. Upon reviewing such report, the Mayor may transmit information from the report to appropriate authorities as deemed necessary.

C. Unrecorded Communication

Notification to the Mayor's Office prior to oral communication for advocacy purposes (telephone conversations, face-to-face meetings, etc.) should take place whenever possible. In practice, notification prior to oral communication with a government entity may prove to be difficult, if not impractical, as many conversations are not necessarily scheduled events. However, to maintain the coordinated efforts of the City to advance the Legislative Program, employees and non-elected officials should alert the Mayor's Office at the earliest opportunity that such conversations have taken place.

D. Approval Procedures

1. Correspondence

All correspondence to government agencies for the purpose of advocacy on behalf of the City is subject to the review and approval of the Mayor. The process for written correspondence approval will be similar to that for travel to Washington, D.C. or Sacramento. A cover letter from the head of the City department or Agency shall accompany a draft of the proposed letter for the Mayor to sign, briefly detailing the purpose of the advocacy letter and the time frame in which it is to be sent. Approval should be sought as far in advance as possible, to give the Mayor's Office of External Affairs an opportunity to review the content and form of the proposed communication.

Drafts of such proposed correspondence may be sent via e-mail, messenger or U.S. mail depending on the time frame needed for approval. This correspondence should be directed to the Mayor, put to the attention of the Mayor's Office of External Affairs. Prior to approval, any edits made by the Mayor must be incorporated into the letter. All letters of this purpose shall be printed on City letterhead and, regardless of who signs the letter, shall be mailed from only one of the three previously mentioned offices.

2. Travel

All travel to Sacramento or Washington, D.C. by City employees and non-elected officials for the purposes of advocacy on behalf of the City is subject to the approval of the Mayor. This also includes travel by any City employee outside the State of California for the purpose of conducting official City business with any other government entity, commission, agency or department.

Wherever possible, a written travel request on official City letterhead from the head of the City department or Agency making the request should be delivered to the Mayor's Office of External Affairs at least 15 days prior to travel. Included with this request should be a **Travel Approval Request** (see Attachment C) which contains the names, titles, and departments of the City employees planning to travel, their relevant contact information, the dates and proposed itinerary for travel, and the agenda for the trip including the names, titles, locations and subject matter.

The Mayor reserves the right to refuse a travel request if he/she feels the proposed trip does not serve a purpose that benefits the City of Los Angeles, does not constitute official City business, or will not advance the City's position in a particular matter.

Elected City officials and their staff are exempt from this requirement.

E. Unauthorized Positions

Any City official or employee expressing a point of view that is contrary to an adopted City position must clearly state in the body of the communication or testimony that:

- They are not acting in an official capacity.
- The views and opinions expressed are personal in nature.
- The views and opinions expressed are not an official City position.
- The views and opinions expressed are not or may not be consistent with the official City position on the matter at hand.

This must be done at the official's or employee's own expense (e.g., staff, stationery) and on his or her own time. The lack of a formal City position on a matter shall not be considered as permitting the taking of a City position on the matter by an individual City department.

ATTACHMENT A

**City of Los Angeles
Office of the Mayor
Intergovernmental Response Report**

Department/Agency _____ Bill No. _____ Author _____

Prepared By _____ Phone _____ Date _____ Amended Date _____

I. Describe the impact this bill or administrative action will have on your department or the City, its programs and/or its constituency. Please state existing law or practice.

II. Give an estimate of the cost, or savings, to your department. Include SB 90 reimbursements if applicable.

III. Give arguments both "FOR" and "AGAINST" this bill.

FOR:

AGAINST:

IV. Recommended position and justification.

No Position Support Oppose Amend

Describe reasons for recommended position. Include relevant existing City legislative policy, and state any proposed amendments in underline and ~~strikethrough~~ format.

V. Outside entities' position(s). Indicate interest that other departments or organizations may have in the bill. Also list any contacts you made in preparing this information.

RETURN TO: Office of the Mayor, Attn: Cecilia Cabello
Room 303, City Hall
Phone: (213) 978-0620
E-mail: cecilia.cabello@lacity.org

For External Affairs Staff Use Only

Position Noted _____ Mayor Approval _____

Analyst _____ Fwd to Council Comte _____

IGR Staff _____ Add to Program _____

ATTACHMENT B

**City of Los Angeles
Office of the Mayor
LEGISLATIVE BILL NOTICE**

Attached is a digest of legislation which may affect City operations. The bill is submitted to your department for review, analysis and response. Due to the schedule of the sponsoring legislative body, this bill should be considered (high/medium/normal) priority and should be returned to the Mayor's Office within _____ working days of _____.

INSTRUCTIONS: In the boxes below, please indicate your department's position on the legislation. Where the bill would affect your department and/or the City, return with this form a completed Intergovernmental Response Report form.

RESPONSE TO: _____
Bill No. / Amended Date

Check appropriate box(es):

No Impact on Department City- No position	No Change in Previous Report/Position	Support (Attached report)	Oppose (Attach report)	Amend (Attach Report)
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RESPONDENT:

Department / Bureau /Office

Name

Date

Phone

RETURN TO: Office of the Mayor, Attn: Cecilia Cabello
Room 303, City Hall
Phone: (213) 978-0620
E-mail: cecilia.cabello@lacity.org

NOTE: Complete bill information can be obtained from the following Internet addresses:
For State matters: <http://www.leginfo.ca.gov>. For Federal matters: <http://Thomas.loc.gov>.

ATTACHMENT C



City of Los Angeles
Uniform Travel Authorization

DATE:
 TO: Ana Guerrero, Chief of Staff, Office of the Mayor
 c/o Lidia Manzanares
 FROM:
 SUBJECT: REQUEST FOR TRAVEL AUTHORITY

This is to request approval for travel on city business for:

Department:	
Employee(s): - Include title	
Travel Date(s)	
Destination:	

If employee(s) will take part in a conference, summit, convention, or similar event:

Event Name:	
Event Organizer:	
Participant or Presenter:	
Topic of Presentation:	

Employee(s) will meet with individuals to discuss city business. If employees are meeting with legislators or government agencies please be specific (i.e. HR 123, FY Appropriations for XYZ, or Program Name).



COSTS: (ESTIMATES)

Airfare:	
Hotel:	
Meals:	
Ground Transport:	
Parking/Incidentals:	
TOTAL:	

If you have any questions regarding this trip, please contact:

Name:	Email:	Phone Extension:
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APPROVED: _____ DATE: _____