



# Administrative Regulations

Number AR2-6  
Issue 1

**Subject: Intergovernmental Relations Activities.**

## I. PURPOSE

The purpose of this regulation is to establish policy and procedures for the conduct of the City's intergovernmental relations and legislative advocacy efforts.

## II. SCOPE

This regulation is applicable to all City Departments and offices directly responsible to the City Manager.

## III. POLICY

The City Council annually adopts a Legislative Agenda which outlines the position of the City on major intergovernmental issues. The Mayor, as the City's chief spokesperson, represents these positions as appropriate. The City Council also authorizes the City Manager to represent these positions. The City Manager delegates this authority to the City's State and Federal Legislative Advocates and members of his staff for the maintenance of the City's intergovernmental relations efforts.

## IV. PROCEDURES

No employee representing, themselves in their official capacity, their department, or the City of Long Beach, may express support or opposition to legislation or policy matters without the expressed consent of the City Manager. This includes letters of support or opposition to particular bills in the Congress or the State Legislature, pending action before either of these bodies, or any other expression which may be construed as an official position of the City of Long Beach.

In addition no employee without the expressed consent of the City Manager may, during their regular working hours, attempt to influence members of the public on any public policy matter impacting the City or any other level of government. No City resources or funds may be used at any time to this end. This includes urging members of the public to contact their elected officials in support or opposition of any policy matter.

Departments are regularly consulted on the determination of City positions on state and federal issues. All departmental inquiries about intergovernmental issues should be made to the City Manager's Office. Departments may contact the City's legislative advocates only after contacting appropriate members of the City Manager's staff