



**RESOLUTION NO. 2021-04**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL  
AUTHORIZING THE MAYOR TO SIGN LETTERS OF SUPPORT OR OPPOSITION  
ON BEHALF OF THE CITY UNDER SPECIFIED CONDITIONS**

WHEREAS, the City of Imperial (City) is regularly requested to sign letters of support or opposition to a variety of issues, including but not limited to federal and state legislation, as well as requests for proposed or desired federal, state, and local governmental action; and

WHEREAS, taking action to issue a letter of support or opposition (Letter) generally requires an affirmative majority vote of the City Council at a regularly scheduled meeting of the City Council; and

WHEREAS, on occasion the City will receive a time-sensitive request for a Letter which has a due date for submittal prior to the next regularly scheduled City Council meeting; and

WHEREAS, in order to provide a timely response to such a request for a Letter, the City Council desires in certain limited circumstances to delegate the authority to sign such Letter to the Mayor; and

WHEREAS, the limited circumstances in which the delegation of authority to the Mayor to sign a Letter would apply only when the issuance of a Letter is time-sensitive, the position contained in and content of the Letter is not inconsistent with any currently adopted position or policy of the City Council, the issuance of the Letter is recommended by the City Manager or Assistant City Manager, a public agency or the League of California Cities, or other municipal partners, requests the Letter, the remaining members of the City Council receive a copy of the Letter signed on behalf of the City, and the Letter would be brought back to the City Council for ratification.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The above-referenced recitals are true and correct and are incorporated herein.
2. The City Council authorizes the Mayor to sign letters of support or opposition when all of the following criteria have been met:
  - a. DUE DATE: The due date for submittal of the Letter occurs prior to the next regularly scheduled meeting of the City Council; and
  - b. CONSISTENCY: The position of the Letter is not inconsistent with any currently-adopted position or policy of the City Council; and

- c. CITY MANAGER: The City Manager or Assistant City Manager recommends that the City Council take a position of support/opposition, and subsequently request the Mayor sign the Letter; and
  - d. REQUESTING PARTY: The request for the Letter is received from a public entity, League of California Cities or other municipal partners; and
  - e. COPIES: A copy of the signed Letter is concurrently delivered to the remaining City Council members; and
  - f. RATIFICATION: The Letter is placed on the City Council's next regularly scheduled meeting agenda for ratification.
3. If the Mayor is unavailable, the City Council authorizes the Mayor Pro-Tem to sign letters of support or opposition under the same criteria as set forth above.

**APPROVED, PASSED, AND ADOPTED**, at the regular meeting of the City Council this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Karin Eugenio, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk