

RESOLUTION CC 2021-44

**A RESOLUTION ADOPTING A CITY COUNCIL POLICY
ESTABLISHING A GOLD LINE (L-LINE) COMMUNICATIONS POLICY**

**THE CITY COUNCIL
City of Glendora, California**

WHEREAS, the City Council has an interest in creating a formal policy relating to Gold Line (L-Line) communications; and

WHEREAS, establishing a Gold Line (L-Line) Communication Policy to ensure clear and consistent information is provided to the Glendora Community with respect to the Gold Line (L-Line) project.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GLENDORA, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council does hereby adopt the Policy on Gold Line (L-Line) Communication Policy (Exhibit A) attached and incorporated herein by this reference, as the official legislative advocacy policy of the City of Glendora.

SECTION 2. Any and all prior resolutions, programs or policies on a Legislative Advocacy Program for the City of Glendora shall be hereby rescinded.

SECTION 3. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and PASSED this 14th day of September, 2021.

City Council of Glendora, CA

Signed by:
BY: Karen K. Davis
D783429E90AE408...
Karen K. Davis
Mayor
Aug 26, 2025 | 2:33 PM PDT

APPROVED AS TO FORM:
Aleshire & Wynder, LLP

DocuSigned by:
William W. Wynder
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WILLIAM W. WYNDER
City Attorney
Aug 26, 2025 | 2:12 PM PDT

CERTIFICATION

I, Kathleen R. Sessman, City Clerk/Communications Director of the City of Glendora, do hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of Glendora at a regular meeting held on the 14th day of September, 2021, by the following vote:

AYES:	COUNCIL MEMBERS:	Allawos, Fredendall, Thompson, Boyer and Davis.
NOES:	COUNCIL MEMBERS:	None.
ABSENT:	COUNCIL MEMBERS:	None.
ABSTAIN:	COUNCIL MEMBERS:	None.

Dated: September 15, 2021

DocuSigned by:

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KATHLEEN R. SESSMAN
City Clerk/Communications Director
Aug 26, 2025 | 2:08 PM PDT

Exhibit A

 GOLD LINE (L-LINE) COMMUNICATION	POLICY NO: CC Policy No. <<XXXX>>
	ORIGINATING DEPT: City Manager Department
	Reference: City Council Policy
SUPERSEDES: N/A	NEW EFFECTIVE DATE: September 15, 2021
APPROVED BY: City Council (Resolution CC 2021-44, September 14, 2021)	PAGE 3 of 4

I. Policy Objective:

The 12.3-mile, six-station Foothill Gold Line (L-Line) light rail extension from Glendora to Montclair is budgeted to cost approximately \$2.1 billion and represents the largest construction project in the City of Glendora since the development of the 210 freeway.

The City of Glendora has been an active participant in the Gold Line (L-Line) project for more than 20 years. Both City of Glendora and Gold Line Construction Authority staff have briefed the City Council throughout the project's development. The project broke ground in December 2017; major construction started in July 2020 and is expected to take five years to complete to Pomona or six years if funding is identified for Claremont and Montclair.

The policy objective is to establish a policy to ensure clear and consistent information is provided to the Glendora Community with respect to the Gold Line (L-Line) project.

II. Authority:*Appointments to Regional and Local Boards and Committees (Resolution)*

Annually, the City Council reviews and makes certain appointments to various regional and local boards and committees of which the City is a member or has a community interest in. The appointments are done via resolution and in compliance with past City Council direction (e.g. Gold Line Construction Authority Phase 2 Joint Powers Authority), State Law (e.g. Sanitation District – Mayor), or requirements of other organizations (e.g. SGVCOG, ICRMA). To avoid conflicts with the Brown Act, only two City Council Members are assigned to each area.

On August 24, 2021, the City Council approved a methodology for one of the appointments made to the Gold Line Construction Authority Phase 2 Joint Powers Authority (Gold Line JPA). Specifically, the Mayor will always be one of the City's two appointments to the JPA. In most cases, this appointment will default to the alternate appointment; however, if the Mayor is a member of the The Metro Gold Line Foothill Extension Construction Authority (Authority) Governing Board, the Mayor shall be appointed be the delegate.

Gold Line Boards and Commissions

The Metro Gold Line Foothill Extension Construction Authority (Authority) is governed by a nine-member board of directors. Five members are voting members, while four are non-voting. Each member is appointed by a city or other government entity, as directed in the legislation that created the agency, SB1847. The appointment process in the Public Utilities Code supersedes any City Council appointments as this represents a different Board than the JPA noted below. A member of the City Council who is appointed to the Authority, will also be selected as the City's delegate to the JPA.

The Authority success depends on a high level of consensus to exist in support of the Gold Line (L-Line) project from Pasadena to Montclair, and an ultimate connection to LA/Ontario International Airport. A significant step in this effort was the establishment of the Gold Line Phase 2 Joint Powers Authority (JPA) – made up of elected representatives of each member city – to help with the planning, funding, design and construction of the line. Including the City of Glendora, 15 cities from South Pasadena to Ontario have executed a "Joint Exercise of Powers Agreement" with the Construction Authority and participate as members of the JPA. The City Council appoints a delegate and alternate to the JPA.

An important advisory board to the JPA and Construction Authority is the Technical Advisory Committee (TAC). This board is made up of city managers (or their staff appointees) from each JPA city. The TAC provides technical guidance and support to the JPA and Construction Authority.

City Council Meeting Rules (Resolution 2021-02)

Periodically, the City Council reviews its meeting rules to determine if the City Council needs to change how City Council meetings are held. These rules include the establishment of parameters for the conduct of public meetings, proceedings, and business in the City of Glendora, as authorized by Government Code § 54954.3(b). Additionally, the meeting rules ordain and establish that all Glendora Public Meetings will follow and comply with open meeting laws, the “Ralph M. Brown Act (Brown Act),” Government Code § 54950 et seq.

Article I(L) of Resolution 2021-02, defines Council/Member Statements. Specifically, “Any Council Member or member of a convened City body in the meeting shall be allowed to bring up any matter of relevance to the body without the necessity of requiring action on such matter. Council Member reports regarding regional and local representation should occur under this section. The subject matter of these items need not be submitted prior to City Council meetings.”

Glendora Municipal Code, Chapter 2.08 City Manager

Per Section 2.08.070, Power and Duties, “The city manager is the administrative head of the government of the city, under the direction and control of the city council except as otherwise provided in this chapter. He or she shall be responsible for the efficient administration of all the affairs of the city which are under his or her control. In addition to his or her general powers as administrative head and, not as a limitation thereon, it shall be his or her duty and he or she shall have all the powers set forth in the following subsections:

(15) Council-Manager Relations. The city council and its members shall deal with the administrative services of the city only through the city manager, except for the purpose of inquiry; and neither the city council nor any member thereof shall give orders to any subordinates of the city manager. The city manager shall take his or her orders and instructions from the city council only when sitting in a duly held meeting of the city council, and no individual councilman shall give any orders, or instructions to the city manager. Nothing in this section, however, shall prevent any member of the city council from discussing with the city manager any matter of general public interest or concern relative to the proper operations of the city or of the needs, problems, or projects thereof;

(18) To prescribe administrative policies and procedures providing direction to city employees for the courteous and efficient operation of all offices of the city under the direction and control of the city manager;

(19) To prepare the meeting agendas for the council meetings and, in preparing such agendas, to annotate in concise language, each agenda item, which, in the manager’s judgment, is of sufficient importance to warrant additional explanatory material for the purpose of clarification of such item to the council;”

Legislative Advocacy Policy

Per Administrative Policy No. 1.12, Legislative Advocacy Program, correspondence on the City’s official position on a topic comprises all communication, including but not limited to, formal letters, emails, phone calls, and text messages. Additionally, the policy allows for City Council members to express their personal views on legislation, policies, and projects. Specifically, “Any City Council Member may express their personal views as an individual Council Member, taking care to clearly identify those views and their personal opinion and not the views of the City.”

III. Assigned Responsibility:

Any City Council Member communication (e.g. questions) pertaining to the Gold Line (L-Line) project, including, but not limited to, the Gold Line Construction Authority, Gold Line JPA, Los Angeles County Metropolitan Transportation Authority (Metro), construction partners (e.g. Kiewit-Parsons Joint Venture), law enforcement (e.g. Los Angeles County Sheriff Department), and Los Angeles County (e.g. Board of Supervisors), shall be submitted to the City Manager and both City Council members appointed to the Gold Line JPA. Communication received and questions asked, will answered through email, other communication formats, or during the City Council/Member Statements/Reports section of a regularly scheduled City Council meeting.

Additionally, the City Council Gold Line JPA appointees and the City Manager will present comprehensive Gold Line (L-Line) project updates at City Council meetings, where appropriate.

To assist community members, city employees, and Council Members in accessing information relating to the Gold Line (L-Line) project, the City, Gold Line Construction Authority, and Gold Line JPA have developed robust libraries of information for the project. City's Gold Line (L-Line) project information is readily available to anyone interested at:

City of Glendora

- City's Gold Line (L-Line) website (www.CityofGlendora.org/GoldLine);
- City Council Meetings
 - Periodic staff updates to the City Council
 - Regular Gold Line City Council Member Reports (delegates)
- Community meetings on hot topics (e.g. street improvements, construction impacts);
- Legislative Communication (e.g. requesting funding for Gold Line completion to Montclair).
 - <https://www.cityofglendora.org/departments/government/city-council/legislative-advocacy-correspondence>
- Social media
 - <https://www.facebook.com/CityOfGlendora>
 - https://www.youtube.com/channel/UCQVXk5L_r9wqma0jlbox5A
 - <https://twitter.com/cityofglendora>
 - <https://www.instagram.com/cityofglendora/?hl=en>

Gold Line Construction Authority:

- Authority's website (www.foothillgoldline.org);
- Authority's information website (www.iwillride.org)
- Gold Line E-News Updates;
- Information booths at public events;
- Authority Board meetings;
- General Project Questions
 - publicaffairs@foothillgoldline.org
 - Call: (626) 471-9050
- Construction Questions
 - CommunityRelations@kiewit-parsons.com
 - Call/Text: (626) 513-5788
- Social media
 - <https://twitter.com/iwillride>
 - www.Facebook.com/iwillride

IV. Policy/Procedure:

A. Inquiry/Comments/Reporting and Issue:

Any Glendora City Council Member whom has a question, need for information, reporting a community member concern, etc. about the Gold Line (L-Line) project, should send an email or other communication to the City's Gold Line (L-Line) JPA City Council Member appointees (delegate/alternative) and the City Manager. Where possible, if asking on behalf of another individual (e.g. resident, business owners, etc.), the contact information and correspondence from that individual should be provided with the request.

B. Research:

The City Council Member delegates to the Gold Line (L-Line) JPA will collaborate with the City Manager and their designee(s) to answer questions, provide status updates on elements of the projects, facilitate dispute resolution options for community members complaints, and develop City Council meeting updates. Responses will be sent to all applicable parties to ensure uniform communication.

With each request, the City Manager will review information published on the City's website and Gold Line Construction Authority's website to determine if changes need to be made (City) or recommended (Authority) to ensure updated information is available.

C. Presentation of Information:

A response to communication, information requests, complaints, etc. may take several forms:

1. Email/Text/Other

Where possible, information will be shared via email. Information will be shared with the inquiring Council Member and any community member they are inquiring on behalf of. At no time during an email exchange, should deliberative discussion take place between three or more City Council Members to avoid violations of the Brown Act.

2. City Council Meeting: Council/Member Statements

The City Council Gold Line JPA appointees, either delegate or alternative, will provide an update on any pertinent Gold Line (L-Line) project updates since the last City Council meeting during the Council/Member Statements portion of a City Council meeting (e.g. street closures, major milestone updates, known community concerns, etc.).

3. City Council Meeting: Comprehensive Gold Line (L-Line) Project Updates

Periodically, but not less than three times per year, the City Manager shall work with the City Council Gold Line JPA appointees, Gold Line Construction Authority, city staff, and any necessary partners, to provide a comprehensive project update.

4. Other

From time to time, certain issues surrounding the Gold Line (L-Line) project are better explained through community meetings (e.g. City Yard Access, necessary street repairs in a neighborhood, etc.). When needed, the City Council Gold Line JPA appointees and the City Manager will collaborate with all necessary parties to hold such a meeting (e.g. HOA meeting attendance, virtual meetings, etc.).

Where possible, all requests should be responded to within 72 hours with the requested information, status update, or date the information will be provided at a City Council meeting.

VI. History:

City Council directed staff to develop a Gold Line (L-Line) Communication Policy at the August 24, 2021 City Council meeting.

Certificate Of Completion

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 Source Envelope:
 Document Pages: 6
 Certificate Pages: 5
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Completed
 Envelope Originator:
 Kathleen Sessman
 116 E Foothill Blvd
 Glendora, CA 91741
 ksessman@cityofglendora.org
 IP Address: 173.196.201.130

Record Tracking

Status: Original
 8/26/2025 11:46:14 AM

Holder: Kathleen Sessman
 ksessman@cityofglendora.org

Location: DocuSign

Signer Events

Kathleen R. Sessman
 ksessman@cityofglendora.org
 City Clerk/Communication Director
 City of Glendora
 Security Level: Email, Account Authentication
 (None)

Signature

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Timestamp

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 Signed: 8/26/2025 2:08:32 PM

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Karen K. Davis
 KDavis@cityofglendora.org
 Council Member
 Security Level: Email, Account Authentication
 (None)

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 Using IP Address: 47.156.110.111

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Electronic Record and Signature Disclosure:

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William W. Wynder
 wwwynder@awattorneys.com
 City Attorney
 Security Level: Email, Account Authentication
 (None)

DocuSigned by:

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 Using IP Address: 13.88.155.124

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Electronic Record and Signature Disclosure:

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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
City Clerk Group city_clerk@cityofglendora.org Security Level: Email, Account Authentication (None)	COPIED	Sent: 8/26/2025 2:33:24 PM Viewed: 8/26/2025 5:10:01 PM
Electronic Record and Signature Disclosure: Accepted: 11/26/2024 9:36:47 AM ID: e3aea5cd-de58-4c16-9579-fc3a8414503a		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	8/26/2025 2:12:25 PM
Completed	Security Checked	8/26/2025 2:33:24 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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