


Agenda Report Reviewed by:  
City Manager: 

CITY OF SEBASTOPOLE  
CITY COUNCIL  
AGENDA ITEM

**Meeting:** July 20, 2021  
**To:** Honorable Mayor and Councilmembers  
**From:** City Administration  
**Subject:** Designation of Voting Delegate and Alternate(s) Voting Delegate for the 2021 League of California Cities Annual Conference

**Recommendation:** That the City Council:

1. Designate the City’s voting delegate and alternate voting delegate(s) for the League of California Cities 2021 Annual Conference scheduled for September 22-24, 2021 in Sacramento
2. Direct City Administration to complete and forward the voting delegate form to the League of California Cities.

**Funding:** Currently Budgeted: XX Yes \_\_\_\_\_ No \_\_\_ N/A  
Account Code: 100-1001-4510 Conference & Training  
Amount: \$1100.00 – Conference Registration Fees  
\$1500.00 – Estimated Hotel Costs

Account Code/Costs authorized in City Approved Budget (if applicable) AK (verified by Administrative Services Department)  
Costs have been budgeted for in the City Council Conference and Training Fund Account

**INTRODUCTION:**

This item is to request that the City Council Designate the City’s voting delegate and alternate voting Delegate(s) for the League of California Cities 2020 Annual Conference scheduled for September 22-24, 2021 in Sacramento and direct City Administration to complete and forward the voting delegate form to the League of California Cities.

**BACKGROUND:**

The City of Sebastopol is a member of the League of California Cities. Founded in 1898, the League is an association of California city officials who work together so that they may influence policy decisions that affect cities. The League provides legislative and ballot measure advocacy, legal advocacy, education, and advocates to defend and expand local control in the Legislature, at the ballot box and in the courts and through strategic outreach to the public, policymakers and opinion leaders.

The League of California Cities Annual Conference & Expo is an important event for city officials to learn and collaborate on solutions to common challenges. Each year, the League holds a conference at which delegates from across the State come together to enhance their knowledge and skills, exchange information, and combined resources.

The 2021 Annual Conference will be held at the SAFE Credit Union Convention Center, located at 1400 J Street in Sacramento. As part of the Conference, the League will hold its Annual Business Meeting on Friday, September 24th. At this meeting, League membership considers and takes action on resolutions that establish League policy. These resolutions help guide cities and the League in their efforts to improve the quality, responsiveness, and vitality of local government in California. The League’s bylaws stipulate that each City is entitled to one vote on matters affecting municipal or League policy. The memorandum from the League of California Cities requesting the designation of a voting delegate for the League’s Annual Conference is attached to the staff report.

**DISCUSSION:**

In order to vote at the Annual Business Meeting, the League requires City Council action to designate a voting delegate. The Council may also choose to designate a voting delegate alternate. Staff will notify the League of the Council's Voting delegate and alternate(s). Please Note: Voting Delegates and alternates must be registered for the Annual Conference. As of the writing of this agenda item, Mayor Glass and Councilmember Slayter have registered for the conference.

The resolutions should be received from the League sometime in August for review by the Council prior to this conference. It is tentatively scheduled for the September 7<sup>th</sup> 2021 Council meeting.

**PUBLIC COMMENT:**

No public comments have been received as of the writing of this staff report.

**PUBLIC NOTICE:**

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to scheduled meeting date.

**FISCAL IMPACT:**

There is no direct fiscal impact associated with the recommended action tonight; however, there will be costs associated for conference registration fees, travel and lodging which have been allocated in the proposed FY 21-22 budget.

**RECOMMENDATION:** It is recommended that the City Council Designate the City's voting delegate and alternate voting delegate(s) for the League of California Cities 2021 Annual Conference scheduled for September 22-24, 2021 in Sacramento and direct City Administration to complete and forward the voting delegate form to the League of California Cities.

**Attachments:**

League of CA Cities Request for Voting Delegate and Alternate(s) Memo

Council Action Advised by August 31, 2021

June 16, 2021

**TO: City Managers and City Clerks**

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES  
League of California Cities Annual Conference & Expo – September 22-24, 2021**

Cal Cities 2021 Annual Conference & Expo is scheduled for September 22-24, 2021 in Sacramento. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly) on Friday, September 24. At this meeting, Cal Cities membership considers and acts on resolutions that establish Cal Cities policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity.

**Please complete the attached Voting Delegate form and return it to Cal Cities office no later than Wednesday, September 15. This will allow us time to establish voting delegate/alternate records prior to the conference.**

**Please note:** Our number one priority will continue to be the health and safety of participants. We are working closely with the Sacramento Convention Center to ensure that important protocols and cleaning procedures continue, and if necessary, are strengthened. Attendees can anticipate updates as the conference approaches.

- **Action by Council Required.** Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration will open mid-June at [www.cacities.org](http://www.cacities.org). In order to cast a vote, at least one voter must be present at the Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.
- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but

*only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.

- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Sacramento Convention Center, will be open at the following times: Wednesday, September 22, 8:00 a.m. – 6:00 p.m.; Thursday, September 23, 7:00 a.m. – 4:00 p.m.; and Friday, September 24, 7:30 a.m.– 11:30 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League's office by Wednesday, September 15. If you have questions, please call Darla Yacub at (916) 658-8254.

Attachments:

- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form

2021 ANNUAL CONFERENCE  
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to Cal Cities office by Wednesday, September 15, 2021. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

To vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

**Please note:** Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

**1. VOTING DELEGATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**2. VOTING DELEGATE - ALTERNATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**3. VOTING DELEGATE - ALTERNATE**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES OR**

**ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).**

Name: \_\_\_\_\_

Email \_\_\_\_\_

Mayor or City Clerk \_\_\_\_\_  
(circle one) (signature)

Date \_\_\_\_\_ Phone \_\_\_\_\_

**Please complete and return by Wednesday, September 15, 2021 to:**

Darla Yacub, Assistant to the Administrative Services Director

E-mail: dyacub@cacities.org

Phone: (916) 658-8254

## **Annual Conference Voting Procedures**

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the Cal Cities Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.