

CITY OF SEBASTOPOL CITY COUNCIL
AGENDA ITEM REPORT FOR MEETING OF: August 6, 2024

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To: Honorable Mayor and City Councilmembers
From: Assistant City Manager/City Clerk
Subject: Designation of Voting Delegate and Alternate(s) Voting Delegate for the 2024 League of California Cities Annual Conference

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RECOMMENDATIONS:

That the City Council by Resolution Designate the City’s voting delegate and alternate voting delegate(s) for the League of California Cities 2024 Annual Conference scheduled for October 16-18, 2024, Long Beach Convention Center.

EXECUTIVE SUMMARY:

The City of Sebastopol is a member of the League of California Cities/CAL 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.

BACKGROUND AND DISCUSSION:

The League of California Cities 2024 Annual Conference is scheduled for October 16 – 18, 2024 at the Long Beach Convention Center. At the Annual Conference, the League of California Cities convenes a General Assembly. This is an opportunity for members to consider resolutions that establish Cal Cities policy. In order to vote at the General Assembly, the City Council must designate by resolution a voting delegate and up to two alternate voting delegates. The League of California Cities requires such designation be approved by the City Council and confirmation of the designation to be provided to the League in advance.

What is a voting delegate and what are they responsible for?

A voting delegate is a council-appointed city official — elected or appointed — who represents their city at the General Assembly. Delegates play an important role during the General Assembly by voting on resolutions, which if approved, become Cal Cities policy.

Voting delegates should attend the full conference through the General Assembly, which takes place on the Friday of the annual conference. Should Cal Cities receive a resolution by the Aug. 17 deadline, the resolution will be sent to member cities for council consideration.

If designated at the Council meeting, 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, the City of Sebastopol Council has two registered attendees:

- Vice Mayor Zollman
- Councilmember McLewis

The resolutions for consider at this Conference should be received from the League sometime in late August for review by the Council prior to this conference. It is tentatively scheduled for the October 4, 2024 Council meeting.

STAFF ANALYSIS:

It is staff’s opinion that a Voting Delegate and Alternate should be appointed for this conference as it is an important role during the General Assembly by representing Sebastopol and voting on resolutions.

COMMUNITY OUTREACH:

This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date. The City has also used social media to promote and advertise the City Council Meeting Agenda Items.

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 24-25 budget in the amount of \$3000.00.

Both attendees have agreed to share the \$3000 and pay for expenses above and beyond that out of their personal funds.

OPTIONS:

Option No. 1 - It is recommended that the City Council take the following action(s): Adopt the attached Resolution appointing a voting delegate and alternate voting delegate to the League of California Cities 2024 Annual Conference.

Option No. 2 -Not appoint a Voting Delegate or Alternate (this would mean that the City would not have a vote on the resolutions at the General Assembly Meeting)

ATTACHMENTS:

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

APPROVALS:

Department Head Approval: Approval Date: 7-23-2024

CEQA Determination (Planning): Approval Date: 7-23-2024

The proposed action is not a project under the California Environmental Quality Act (CEQA)

Administrative Services (Financial) Approval Date: 7-23-2024

Costs authorized in City Approved Budget: Yes No N/A

Account Code (f applicable)

City Manager Approval: Approval Date: 7-23-2024

RESOLUTION NO. XXXX-2024

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL APPOINTING A VOTING DELEGATE AND ALTERNATE(S) TO THE LEAGUE OF CALIFORNIA CITIES 2024 GENERAL ASSEMBLY

WHEREAS, the Bylaws of the League of California Cities (League) require the appointment of a Voting Delegate and Alternate Delegate to the League of California Cities General Assembly by approval of a majority of the City Council; and

WHEREAS, the City Council desires to appoint a Voting Delegate and Alternate Delegate to the League of California Cities General Assembly.

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Sebastopol does hereby resolve as follows:

1. _____ is hereby appointed to serve as the Voting Delegate to the League of California Cities representing the City of Sebastopol; and
2. _____ is hereby appointed to serve as the Alternate Delegate to the League of California Cities representing the City of Sebastopol.

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 6th day of August, 2-24.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City of Sebastopol City Council by the following vote:

VOTE:

Ayes:

Noes:

Abstain:

Absent:

APPROVED: _____

Mayor Diana Gardner Rich

ATTEST: _____

Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO CONTENT: _____

City Manager Don Schwartz

Council Action Advised by September 25, 2024

DATE: Wednesday, July 10, 2024

TO: Mayors, Council Members, City Clerks, and City Managers

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference and Expo, Oct. 16-18, 2024
Long Beach Convention Center**

Every year, the League of California Cities convenes a member-driven General Assembly at the [Cal Cities Annual Conference and Expo](#). The General Assembly is an important opportunity where city officials can directly participate in the development of Cal Cities policy.

Taking place on Oct. 18, the General Assembly is comprised of voting delegates appointed by each member city; every city has one voting delegate. Your appointed voting delegate plays an important role during the General Assembly by representing your city and voting on resolutions.

To cast a vote during the General Assembly, your city must designate a voting delegate and up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity. Voting delegates may either be an elected or appointed official.

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. 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.

Following council action, please submit your city's delegates through [the online submission portal](#) by Wed., Sept. 25. When completing the Voting Delegate submission form, you will be asked to attest that council action was taken. You will need to be signed in to your My Cal Cities account when submitting the form.

Submitting your voting delegate form by the deadline will allow us time to establish voting delegate/alternate records prior to the conference and provide pre-conference communications with voting delegates.

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 is open on the [Cal Cities](#) website.

For a city to cast a vote, one voter must be present at the General Assembly and in possession of the voting delegate card and voting tool. 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 the voting delegate into the voting area during the General Assembly.

Please view Cal Cities' [event and meeting policy](#) in advance of the conference.

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 General Assembly, they may *not* transfer the voting card to another city official.

Seating Protocol during General Assembly. At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

The voting delegate desk, located in the conference registration area of the Long Beach Convention Center in Long Beach, will be open at the following times: Wednesday, Oct. 16, 8:00 a.m.-6:00 p.m. and Thursday, Oct. 17, 7:30 a.m.-4:00 p.m. On Friday, Oct. 18, the voting delegate desk will be open at the General Assembly, starting at 7:30 a.m., 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 submitting your voting delegate and alternates by Wednesday, Sept. 25. If you have questions, please contact Zach Seals at zseals@calcities.org.

Attachments:

- General Assembly Voting Guidelines
- Information Sheet: Cal Cities Resolutions and the General Assembly

General Assembly Voting Guidelines

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 Cal Cities Annual Conference and Expo, 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 General Assembly.
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 voting tool; 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 nor alternate.
6. **Voting Area at General Assembly.** At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.
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 General Assembly.

Developing League of California Cities policy is a dynamic process that engages a wide range of members to ensure Cal Cities represents cities with one voice. These policies directly guide Cal Cities' advocacy to promote local decision-making, and lobby against statewide policies that erode local control.

The resolutions process and General Assembly is one way that city officials can directly participate in the development of Cal Cities policy. If a resolution is approved at the General Assembly, it becomes official Cal Cities policy. Here's how resolutions and the General Assembly work.

Prior to the Annual Conference and Expo

General Resolutions



Sixty days before the Annual Conference and Expo, Cal Cities members may submit policy proposals on issues of importance

to cities. The resolution must have the concurrence of at least five additional member cities or individual members.



Policy Committees



The Cal Cities President assigns general resolutions to policy committees where members

review, debate, and recommend positions for each policy proposal. Recommendations are forwarded to the Resolutions Committee.



During the Annual Conference and Expo

Petitioned Resolutions



The petitioned resolution is an alternate method to introduce policy proposals during

the annual conference. The petition must be signed by voting delegates from 10% of member cities, and submitted to the Cal Cities President at least 24 hours before the beginning of the General Assembly.



Resolutions Committee



The Resolutions Committee considers all resolutions. General Resolutions approved¹ by either a policy committee

or the Resolutions Committee are next considered by the General Assembly. General resolutions not approved, or referred for further study by both a policy committee and the Resolutions Committee do not go to the General Assembly. All Petitioned Resolutions are considered by the General Assembly, unless disqualified.²



General Assembly



During the General Assembly, voting delegates debate and consider general and petitioned resolutions forwarded by the Resolutions Committee. Potential Cal Cities bylaws amendments are also considered at this meeting.

Who's who

Cal Cities policy development is a member-informed process, grounded in the voices and experiences of city officials throughout the state.

The **Resolutions Committee** includes representatives from each Cal Cities diversity caucus, regional division, municipal department, and policy committee, as well as individuals appointed by the Cal Cities president.

Voting delegates are appointed by each member city; every city has one voting delegate.

The **General Assembly** is a meeting of the collective body of all voting delegates—one from every member city.

Seven **policy committees** meet throughout the year to review and recommend positions to take on bills and regulatory proposals. Policy committees include members from each Cal Cities diversity caucus, regional division, and municipal department, as well as individuals appointed by the Cal Cities president.

¹ The Resolution Committee can amend a general resolution prior to sending it to the General Assembly.

² Petitioned Resolutions may be disqualified by the Resolutions Committee according to Cal Cities Bylaws Article VI, Sec. 5(D).