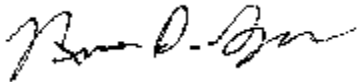


City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: Amanda Davis, Deputy City Clerk
DATE: July 17, 2012
SUBJECT: Appointment of a Voting Delegate and Alternate to the California League of Cities Annual Business Meeting of the General Assembly

APPROVAL FOR FORWARDING:



Richard Spitler, City Manager

1 **ISSUE:** Consider a Resolution confirming Mayor's appointment of a voting delegate and
 2 an alternate voting delegate to vote at the California League of Cities Annual Business
 3 Meeting to be held September 7, 2012 in San Diego, California.

4
 5 **RECOMMENDATION:** Adopt Resolution confirming Mayor Gingles as the Voting
 6 Delegate and Councilmember Canning as the Alternate.

7
 8 **DISCUSSION:** The California League of Cities Annual Conference includes their Annual
 9 Business Meeting, at which time the membership will consider and take action on League
 10 policy. In order for member cities to participate in the voting process, voting delegates
 11 must be designated by their respective City Councils.

12
 13 Mayor Gingles is registered to attend the Annual Conference. Mayor Gingles has
 14 represented the City at the Annual Board Meeting for the past ten years and he is well
 15 prepared to represent the City.

16
 17 **FISCAL IMPACT:** The cost for the delegate to attend the League's Annual Conference
 18 will be approximately \$1,475.00 (\$760 for the hotel + \$475 for the registration + \$240.00
 19 for the airfare). These funds are contained in the adopted FY 2012/2013 budget.

20
 21 **ATTACHMENTS:**

- 22 1. Draft Resolution
 23 2. Memo from the California League of Cities regarding Designation of Voting Delegate

RESOLUTION NO. 2012-XXX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA,
COUNTY OF NAPA, STATE OF CALIFORNIA, CONFIRMING THE MAYOR'S
APPOINTMENT OF A VOTING DELEGATE FOR THE 2012 LEAGUE OF
CALIFORNIA CITIES CONFERENCE ANNUAL BUSINESS MEETING**

1 **WHEREAS**, the League of California Cities will hold its Annual Conference
2 Wednesday, September 5 through Friday, September 7, 2012, in San Diego, California;
3 and
4

5 **WHEREAS**, during this conference, the League will hold its Annual Business
6 Meeting on Friday, September 7, 2012, at which time League membership considers
7 and takes action on resolutions that establish League policy; and
8

9 **WHEREAS**, the League's procedures dictate that in order to vote at the Annual
10 Business Meeting, participating cities must designate a voting delegate through City
11 Council action.
12

13 **NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of
14 Calistoga that it hereby confirms the Mayor's appointment of **Mayor Jack Gingles** as
15 the voting delegate, and **Councilmember Canning** to serve as an alternate delegate.
16

17 **PASSED, APPROVED, AND ADOPTED** by the City Council of the City of
18 Calistoga at a regular meeting held this **17th day of July, 2012**, by the following vote:
19
20

- 21 **AYES:**
- 22 **NOES:**
- 23 **ABSENT:**
- 24 **ABSTAIN:**
- 25
- 26
- 27
- 28
- 29

JACK GINGLES, Mayor

30
31 **ATTEST:**

32
33
34 _____
AMANDA DAVIS, City Clerk

1400 K STREET
 SACRAMENTO, CA 95814
 PH: (916) 658-8200
 FX: (916) 658-8240



WWW.CACITIES.ORG

Council Action Advised by August 3, 2012

May 3, 2012

TO: Mayors, City Managers and City Clerks

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
 League of California Cities Annual Conference – September 5 - 7, San Diego**

The League's 2012 Annual Conference is scheduled for September 5 - 7 in San Diego. An important part of the Annual Conference is the Annual Business Meeting (*at the General Assembly*), scheduled for noon on Friday, September 7, at the San Diego Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League 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 in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the League's office no later than Wednesday, August 15, 2012. This will allow us time to establish voting delegate/alternates' records prior to the conference.

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League 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. To register for the conference, please go to our website: www.cacities.org. In order to cast a vote, at least one person 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

-over-

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 San Diego Convention Center, will be open at the following times: Wednesday, September 5, 9:00 a.m. – 6:30 p.m.; Thursday, September 6, 7:00 a.m. – 4:00 p.m.; and September 7, 7:30–10:00 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but not during a roll call vote, should one be undertaken.

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 office by Wednesday, August 15. If you have questions, please call Mary McCullough at (916) 658-8247.

Attachments:

- 2012 Annual Conference Voting Procedures
- Voting Delegate/Alternate Form