STAFF REPORT
CITY OF SOLANA BEACH

TO: Honorable Mayor and City Councilmembers
FROM: David Ott, City Manager
MEETING DATE: July 8, 2009
ORIGINATING DEPT: City Clerk’s Department
SUBJECT: League of California Cities 2009 Annual Business Meeting Voting Delegates

BACKGROUND:
The League of California Cities will host their 2009 Annual Conference in Long Beach, Ca. September 16-18, 2009. The Annual Business Meeting is held during this conference where the League membership considers taking action on League policy. The League resolutions and policy-making decisions, in conjunction with the League’s efforts, help to guide cities to improve the quality and responsiveness of local government.

DISCUSSION:
Consistent with League bylaws, a city’s voting delegate and alternate must be designated by City Council action in order to act on behalf of the City of Solana Beach. The voting delegate and alternate must be registered to attend the conference, and at least one delegate must be present at the Business Meeting and in possession of the voting card in order to cast a vote. Transferring voting cards to non-designated individuals will not be allowed but may be transferred freely between the voting delegate and alternate.

Councilmember Roberts is currently the primary and Councilmember Kellejian is the alternate on this Council committee and both plan to attend the conference.

CEQA COMPLIANCE STATEMENT
Not a project as defined by CEQA

FISCAL IMPACT:
Fiscal impact will include reimbursement for travel, lodging and meals.

WORKPLAN: N/A

OPTIONS:
- Appoint voting delegates to represent the City of Solana Beach at the 2009 League of California Cities Annual Conference in Long Beach.
- Do not appoint a voting delegate and alternate, forfeiting voting rights for Solana Beach.

CITY COUNCIL ACTION: ________________________________

AGENDA ITEM
A.5.
DEPARTMENT RECOMMENDATION:
Staff recommends that the City Council:

1. Appoint Councilmember Roberts as the voting delegate and Councilmember Kellejian as voting alternate delegate, for the 2009 Annual Business Meeting at the League of California Cities Annual Conference being held September 16-18, 2009 in Long Beach, Ca.

2. Direct the City Clerk to attest to the appointments and submit the Official Voting Form to the League of California Cities.

CITY MANAGER'S RECOMMENDATION:
Approve Department Recommendation.

David Ott, City Manager

Attachment:

June 5, 2009

TO: Mayors, City Managers and City Clerks

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – September 16-18, San Jose

The League’s 2009 Annual Conference is scheduled for September 16-18 in San Jose. An important part of the Annual Conference is the Annual Business Meeting, scheduled for 3:15 p.m., Friday, September 18, at the San Jose 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.

In order to establish voting delegate/alternates’ records prior to the conference, please complete the attached Voting Delegate form and return it to the League’s office no later than Friday, August 21, 2009.

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. 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 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.

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ATTACHMENT 1
• **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 Jose Convention Center, will be open at the following times: Wednesday, September 16, 10:00 a.m.; Thursday, September 17, 7:30 a.m.; and September 18, 7:30 a.m. The Voting Delegate Desk will also be open at the Business Meeting, 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 Friday, August 21st. If you have questions, please call Mary McCullough at (916) 658-8247.

Attachments:
- 2009 Annual Conference Voting Procedures
- Voting Delegate/Alternate Form
Annual Conference Voting Procedures
2009 Annual Conference

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League 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 League 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 his or her 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 separate 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.