Authorize travel for City Council and City Administrator for League of California Cities sponsored training and conferences for FY13/14 and appointment of voting delegates for League of California Cities 2012 Annual Business meeting and for related travel and training for the City Administrator.

Agenda:

Consent

Recommended Motion: Approve travel and related expenses for City Council Member(s) and City Administrator to attend the League of Cities Annual Conference & Exposition September 18-20, 2013 in Sacramento and to appoint Member Arbuckle as a voting delegate and Administrator Holler as the alternate for the 2013 Annual Business meeting, attendance at the Legislative Action days and for travel expenses for Councilmember duties related for service on the League of California Cities Board, Sacramento Valley Division and League Policy Committee work and related meetings. Approve City Administrator’s attendance at the ICMA annual Conference September 23-25 in Boston and the League of City Managers Department Meeting.

Background Information: The League of California Cities provides a variety of training, legislative support and information to elected and appointed officials. The City’s travel policy requires Council approval for this travel. Adequate funds are available for the travel, subject to final budget approval. The involvement of Council Members and staff with the League of California Cities also provides the opportunity to participate in state wide policy committees, meetings with legislators, and to share and exchange ideas for enhancing city services. The Council is required to appoint voting delegates and alternates for the Annual Business meeting which takes place as part of the annual conference. It is recommended that Member Arbuckle be appointed as the primary voting delegate (she has served in this capacity previously) and Administrator Holler be appointed as an alternate. Council Members will also have travel expenses related to service in representing the City at the League’s Sacramento Valley Division meetings, on League Policy Committees and task force(s). Member Arbuckle also serves on the League Board. The City Administrator is active with the League and is a member of the International City/County Managers Association (ICMA). Each organization has a variety of training opportunities as well as the annual conference.

Funds Available: Yes

Account #: 100-5005/5035-3040

Reviewed by: City Administrator
LEAGUE OF CALIFORNIA CITIES

Annual Conference & Expo
SACRAMENTO, CALIFORNIA

September 18–20

2013 Annual Conference
League of California Cities
Sacramento September 18–20

Registration and Housing Deadline: September 3
WWW.CACITIES.ORG/AC
TENTATIVE SCHEDULE OF EVENTS

As of April 15, 2013 (subject to change)

Wednesday, September 18

9:00 - 10:30 a.m. Policy Committees (at hotel)
10:30 a.m. - Noon Policy Committees (at hotel)
9:00 a.m. - 6:30 p.m. Registration Open, Sacramento Convention Center
Noon - 1:30 p.m. Regional Division Lunches (optional)
1:00 - 1:30 p.m. First Time Attendee Orientation
1:30 - 2:30 p.m. Department Business Meetings, Programs & Welcome
3:00 - 5:00 p.m. Opening General Session - Annual Report and Keynote Address
5:00 - 7:00 p.m. Grand Opening Expo Hall & Host City Reception
(No competing events/receptions are permitted at this time)
7:00 - Evening Networking Events and Exhibitor Dinners

Thursday, September 19

7:00 a.m. - 4:00 p.m. Registration Open
8:00 - 9:30 a.m. General Session - Keynote Address
9:45 - 11:00 a.m. Education - Breakouts, City Talks, etc.
10:00 a.m. - 3:00 p.m. Expo with Lunch Exhibitor Exclusive
(No competing events 11:30 a.m. - 1:00 p.m.)
1:00 - 2:15 p.m. General Resolutions committee
1:00 - 2:15 p.m. Education
2:45 - 4:00 p.m. Education
4:15 - 5:30 p.m.  Education
4:15 - 5:30 p.m.  Board of Directors Meeting
5:30 - Evening  Networking Receptions - Caucus, League Partners, Divisions

Friday, September 20
7:30 - 10:00 a.m.  Registration Open
7:30 - 8:45 a.m.  Regional Division Breakfasts *(optional)*
9:00 - 10:15 a.m.  Education
10:30 - 11:45 a.m.  Education
Noon - 2:00 p.m.  Closing Luncheon with Voting Delegates & General Assembly
                            Install New Board of Directors
2:00 p.m.  Adjourn

NOTE: Conference Registration is required to attend Department meetings, Division Meetings, and General Assembly/Annual Business Meeting as an attendee and/or Voting Delegate.
PLEASE NOTE: You are receiving this letter and form earlier than usual because hotel space near the Sacramento Convention Center for the Annual Conference will be especially tight this year. As a result, we want to encourage you to make your hotel reservations early.

April 26, 2013

TO: Mayors, City Managers and City Clerks

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – September 18 - 20, Sacramento

The League’s 2013 Annual Conference is scheduled for September 18 - 20 in Sacramento. An important part of the Annual Conference is the Annual Business Meeting (at the General Assembly), scheduled for noon on Friday, September 20, at the Sacramento 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 Friday, August 23, 2013. 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 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 18, 9:00 a.m. – 6:30 p.m.; Thursday, September 19, 7:00 a.m. – 4:00 p.m.; and September 20, 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 Friday, August 23. If you have questions, please call Mary McCullough at (916) 658-8247.

Attachments:
• 2013 Annual Conference Voting Procedures
• Voting Delegate/Alternate Form
Please complete this form and return it to the League office by Friday, August 23, 2013. 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.

In order 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: ____________________________ E-mail ____________________________

Mayor or City Clerk ____________________________ Phone: ____________________________
(circle one) (signature)

Date: ____________________________

Please complete and return by Friday, August 23, 2013

League of California Cities
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