



LIVE OAK CITY COUNCIL

REGULAR MEETING AGENDA AUGUST 7, 2024 6:00 PM

MEETING LOCATION
LIVE OAK COUNCIL CHAMBERS
9955 LIVE OAK BOULEVARD
LIVE OAK, CALIFORNIA 95953

MEMBERS OF THE COUNCIL

ASHLEY HERNANDEZ, MAYOR
NANCY SANTANA, VICE MAYOR
JEREMY CHAPDELAINE, COUNCILMEMBER
LAKHVIR GHAG, COUNCILMEMBER
BOB WOTEN, COUNCILMEMBER

MARK SCOTT,
INTERIM CITY MANAGER

NICOLE ROSSER,
CITY ATTORNEY

The Council may take up any agenda item at any time, regardless of the order listed. Action may be taken on any item on this agenda. Materials related to an item on this Agenda submitted to the Council after distribution of the agenda packet are available for public inspection at City Hall, 9955 Live Oak Boulevard, Live Oak, during normal business hours. Such documents are also available on the City of Live Oak's website at www.liveoakcity.org, subject to staff's availability to post the documents before the meeting.

In compliance with the Americans with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available. If you have a disability and need disability-related modifications or accommodations to participate in this meeting, please contact the City Clerk's office at (530) 695-2112 x107. Requests must be made at least 24 hours in advance.

- **Remote Viewing:**

- Members of the public can view a livestream of the meeting online at https://liveoakca.granicus.com/ViewPublisher.php?view_id=1.
- Members of the public can access the Zoom webinar as follows:
 - **Join by Electronic Device:**
<https://us02web.zoom.us/j/84858436146>
 - **Join by Phone:**
1-669-900-6833 or 1-833-548-0282 (Toll Free)
Webinar ID: 848 5843 6146

- **Public Comment:** Members of the public can submit general public comments, as well as comment on specific agenda items in the following ways:
 - **Public Attendance:** Members of the public who attend in person may make comments from the Council Chamber podium.

- **Live Remote Public Comment:** Members of the public can submit a live remote public comment by:
 - Joining the virtual Council meeting via the link below. When public comment is opened, raise your virtual hand and be called upon to speak for up to 3 minutes.

<https://us02web.zoom.us/j/84858436146>
 - Joining the virtual Council meeting by calling the phone number below. When public comment is opened, dial *9 to raise your hand and be called upon to speak for up to 3 minutes.

1-669-900-6833 or 1-833-548-0282 (Toll Free)
Webinar ID: 848 5843 6146
 - **Email Public Comment:** Comments from the public on agenda items will be accepted until 1:00 pm on the date of the meeting, via email to the City Clerk at cmenchaca@liveoakcity.org. Comments will be distributed to Council prior to the meeting and attached to the minutes. Please note that emailed comments will NOT be read aloud by staff during the meeting.
 - **eComment Feature:** Comments from the public on agenda items will be accepted until 1:00 pm on the date of the meeting, via the eComment feature at https://liveoakca.granicus.com/ViewPublisher.php?view_id=1. Comments will be distributed to Council prior to the meeting and attached to the minutes. Please note that eComments will NOT be read aloud by staff during the meeting.
-

CALL TO ORDER**ROLL CALL****PLEDGE OF ALLEGIANCE AND INVOCATION****CORRECTIONS AND/OR CHANGES TO THE AGENDA BY CITY MANAGER ONLY****PRESENTATIONS AND RECOGNITIONS****PUBLIC COMMENT**

Any person wishing to address the City Council on general jurisdictional matters or consent calendar items may do so at this time. If you are commenting on an agenda item, your comments will be heard at the time that item is scheduled for discussion. The City Council adopted a time limit of three minutes per person. The Brown Act does not allow for Council discussion of items not on the agenda. Councilmembers may only a) refer the matter to staff; b) ask for additional information; c) request a report back; or d) provide a limited factual response for items not listed on the agenda.

CONSENT ITEMS

Consent Calendar is passed by one motion with exceptions and separate votes as noted.

1. City Council Meeting Minutes
Recommendation: Approve the July 17, 2024, City Council Regular Meeting minutes.
(Clarissa Menchaca, City Clerk)

BUSINESS ITEMS

2. Cross-Connection Control Service Agreement from Graham Backflow Services
Recommendation: 1) Accept the proposal; and 2) Authorize the City Manager to sign the proposal.
(Jeff Nelson, Interim Public Works Director, and Tony Wright, Chief Plant Operator)
3. League of CA Cities Voting Delegates
Recommendation: Designate a voting delegate and an alternate voting delegate for the 2024 League of California Cities Annual Conference.
(Mark Scott, Interim City Manager)

DISCUSSION ITEMS

4. Live Oak Dog Park
Recommendation: Discussion and possible direction.
(Luis Cibrian, Parks and Recreation Director)

ITEMS REMOVED FROM THE CONSENT AGENDA FOR COUNCIL CONSIDERATION AND ACTION**UPDATES AND ANNOUNCEMENTS FROM THE CITY ATTORNEY AND CITY MANAGER**

- A. Scheduling a Public Agency Retirement Services (PARS) Presentation (OPEB Trust)
- B. Water Rate Study
- C. CFD Analysis

COUNCILMEMBER COMMENTS**CLOSED SESSION**

After the Closed Session the City Council will leave the Council Chambers and the meeting will be adjourned by operation of law due to lack of a quorum. If there is any reportable Closed Session Action, a report will be made at the beginning of the next regular Council meeting. After the Closed Session Item descriptions are read by the City Attorney, all members of Council, applicable Consultants and Staff are asked to join the Closed Session meeting.

5. Public Employee Recruitment: City Manager/Interim City Manager, Pursuant to California Government Code Section 54957(b)

ADJOURNMENT



**City of Live Oak
Report to City Council**

Meeting Date: August 7, 2024

Title: City Council Meeting Minutes

Contact Information: Clarissa Menchaca, City Clerk

Recommendation: Approve the July 17, 2024, City Council Regular Meeting minutes.

Attachments:

[Minutes](#)



LIVE OAK CITY COUNCIL

MINUTES
JULY 17, 2024
6:00 PM

MEETING LOCATION
LIVE OAK COUNCIL CHAMBERS
9955 LIVE OAK BOULEVARD
LIVE OAK, CALIFORNIA 95953

MEMBERS OF THE COUNCIL

ASHLEY HERNANDEZ, MAYOR
NANCY SANTANA, VICE MAYOR
JERAMY CHAPDELAIN, COUNCILMEMBER
LAKHVIR GHAG, COUNCILMEMBER
BOB WOTEN, COUNCILMEMBER

MARK SCOTT,
INTERIM CITY MANAGER

NICOLE ROSSER,
CITY ATTORNEY

CALL TO ORDER

Meeting called to order by Mayor Hernandez at Live Oak City Council Chambers, 9955 Live Oak Boulevard, Live Oak, CA at 6:02 pm.

ROLL CALL

Present: Councilmembers Woten, Chapdelaine, Ghag, Vice Mayor Santana, and Mayor Hernandez

PLEDGE OF ALLEGIANCE AND INVOCATION

Councilmember Chapdelaine led the Pledge of Allegiance. Councilmember Woten delivered the invocation.

CORRECTIONS AND/OR CHANGES TO THE AGENDA BY CITY MANAGER ONLY

There were no corrections and/or changes.

PRESENTATIONS AND RECOGNITIONS

A. Live Oak Little League All-Star Minors Girls Team Proclamation

Mayor Hernandez presented the proclamation.

PUBLIC COMMENT

The following member of the public submitted a written public comment: Dale Carlson.

CONSENT ITEMS

Consent Calendar is passed by one motion with exceptions and separate votes as noted.

MOTION: APPROVE THE CONSENT AGENDA.
(MOTION: GHAG; SECOND: HERNANDEZ)

VOTE: MOTION PASSED UNANIMOUSLY
AYES: COUNCILMEMBERS WOTEN, CHAPDELAIN, GHAG, VICE MAYOR SANTANA, AND MAYOR HERNANDEZ

1. City Council Meeting Minutes
Clarissa Menchaca, City Clerk
Council action: June 19, 2024, City Council Regular Meeting minutes approved.
2. Resolution Approving Agreement for Election Services Between the County of Sutter and the City of Live Oak Authorizing the Mayor to Execute on Behalf of the City Requesting the Consolidation with the Statewide General Election
Mark Scott, Interim City Manager
Council action: 1) Resolution No. 17-2024 adopted.
3. Resolution Adopting Management and Exempt Employee Salary Schedule
Mark Scott, Interim City Manager
Council action: Resolution No. 18-2024 adopted.

PUBLIC HEARING ITEMS

4. Assessment of Liens: Cost of Refuse Disposal
James Ramsey, Finance Director

James Ramsey, Finance Director, provided a report for the Council.

Public Hearing was opened at 6:24 pm.

The following members of the public addressed the Council: J.R. Thiara and Rick Dais.

Public Hearing was closed at 6:27 pm.

MOTION: ADOPT RESOLUTION: 1) ORDERING THAT COSTS FOR REFUSE DISPOSAL BE ASSESSED AGAINST PROPERTIES IDENTIFIED IN EXHIBIT A; 2) CONFIRMING THAT THE ASSESSMENT SHALL CONSTITUTE A SPECIAL ASSESSMENT AGAINST ANY LIEN UPON EACH IDENTIFIED PROPERTY; AND 3) DIRECTING THE CITY MANAGER TO SUBMIT A CERTIFIED COPY OF THE RESOLUTION TO THE SUTTER COUNTY AUDITOR WITH A REQUEST FOR COLLECTION.
(MOTION: WOTEN; SECOND: CHAPDELAINE)

VOTE: MOTION PASSED UNANIMOUSLY

Reference Resolution No. 19-2024.

5. Utility Service Lien for Fiscal Year 2023-24
James Ramsey, Finance Director

James Ramsey, Finance Director, provided a report for the Council.

Public Hearing was opened at 6:29 pm.

The following member of the public addressed the Council: J.R. Thiara.

Public Hearing was closed at 6:29 pm.

MOTION: ADOPT RESOLUTION ASSESSING THE COST OF WATER AND SEWER SERVICE AGAINST THE PROPERTY.
(MOTION: GHAG; SECOND: HERNANDEZ)

VOTE: MOTION PASSED UNANIMOUSLY

Reference Resolution No. 20-2024.

BUSINESS ITEMS

6. Resolution of the City Council of the City of Live Oak Approving a Tax Collection Schedule for Fiscal Year (FY) 2024-25 for Community Facilities District No. 92-1
James Ramsey, Finance Director

James Ramsey, Finance Director, provided a report for the Council.

The following member of the public addressed the Council: J.R. Thiara.

MOTION: ADOPT RESOLUTION.
(MOTION: CHAPDELAINE; SECOND: WOTEN)

VOTE: MOTION PASSED 4-1

AYES: COUNCILMEMBERS WOTEN, CHAPDELAINE, VICE MAYOR SANTANA, AND MAYOR HERNANDEZ

NOES: COUNCILMEMBER GHAG

Reference Resolution No. 21-2024.

7. Resolution of the City Council of the City of Live Oak Approving a Tax Collection Schedule for Fiscal Year (FY) 2024-25 for Community Facilities District No. 2004-1
James Ramsey, Finance Director

James Ramsey, Finance Director, provided a report for the Council.

The following members of the public addressed the Council: J.R. Thiara and Rick Dais.

MOTION: ADOPT RESOLUTION.
(MOTION: SANTANA; SECOND: WOTEN)

VOTE: MOTION PASSED 4-1

AYES: COUNCILMEMBERS WOTEN, CHAPDELAINE, VICE MAYOR SANTANA, AND MAYOR HERNANDEZ

NOES: COUNCILMEMBER GHAG

Reference Resolution No. 22-2024.

DISCUSSION ITEMS

8. Report of Fourth of July Illegal Fireworks Enforcement
Mark Scott, Interim City Manager

Mark Scott, Interim City Manager, provided a report for the Council.

Public Comment was opened and closed without any speakers.

Council action: Staff will bring back an escalated fine structure for Council review.

9. City Website Introductory Video
Mark Scott, Interim City Manager

Mark Scott, Interim City Manager, provided a report for the Council.

Public Comment was opened and closed without any speakers.

Council action: Staff directed to look into revamping the City website and bring back introductory video proposals and examples.

10. Pursuit of Code Enforcement Problem Cases
Mark Scott, Interim City Manager

Mark Scott, Interim City Manager, provided a report for the Council.

Public Comment was opened and closed without any speakers.

Council action: Staff will bring back an item to discuss short-term and long-term priorities per the Council's direction.

ITEMS REMOVED FROM THE CONSENT AGENDA FOR COUNCIL CONSIDERATION AND ACTION

There were no items removed from the Consent Agenda for Council consideration and action.

UPDATES AND ANNOUNCEMENTS FROM THE CITY ATTORNEY AND CITY MANAGER

Nicole Rosser, City Attorney, discussed possible communication or discussion in the future with Council regarding the Brown Act and social media.

A. School Resource Officer Funding

Mark Scott, Interim City Manager, informed that the school board is willing to pay 50% of the school resource officer position and 50% of the vehicle maintenance.

B. Community Choice Aggregation Study

Mark Scott, Interim City Manager, provided an update on the Community Choice Aggregation Study.

Mr. Scott announced the dog park grand opening will not be held on July 20, 2024, due to unforeseen circumstances.

COUNCILMEMBER COMMENTS

Councilmember Woten touched on his appreciation of the Council working together during difficult times to get things moving forward.

Councilmember Chapdelaine thanked staff and Mark Scott for their services.

Councilmember Ghag discussed scheduling a meeting with Caltrans regarding the maintenance of the Highway 99 corridor and the medians. Councilmember Ghag highlighted his attendance at the Sutter Butte Flood Control Agency meeting and Sutter-Yuba Mosquito and Vector Control District meeting. Lastly, Councilmember Ghag touched on solar energy.

Vice Mayor Santana commented on the City moving forward in the right direction. Vice Mayor Santana discussed rodent issues in the City and inquired about the types of animals permitted in the city limits. Lastly, Vice Mayor Santana requested the meeting be closed in memory of firefighter Corey Comperatore.

Mayor Hernandez touched on the mosquitos and the Council working together to move the City forward.

CLOSED SESSION

11. Public Employee Recruitment: City Manager, Pursuant to California Government Code Section 54957(b)

ADJOURNMENT

Mayor Hernandez adjourned the meeting at 8:56 pm in memory of firefighter Corey Comperatore.

Ashley Hernandez, Mayor

ATTEST:

Clarissa Menchaca, City Clerk



**City of Live Oak
Report to City Council**

Meeting Date: August 7, 2024

Title: Cross-Connection Control Service Agreement from Graham Backflow Services

Contact Information: Jeff Nelson, Interim Public Works Director, and Tony Wright, Chief Plant Operator

Background:

Cross-connection control is mandated through the State Water Resources Control Board. The program was established to protect the public by having a program that requires that public water systems maintain their water system backflow preventers following State mandated regulations. The regulations requires that a State certified Backflow Prevention Assembly Testers and Cross-Connection Specialist test, maintain, and repair activities associated with backflow preventers, and properly document these actions. The certified person would create a Cross-Connection Control Policy Handbook for the City of Live Oak.

The Public Works Department currently does not have a person who is certified to administer a Cross-Connection Control Program.

Staff currently is using Graham Backflow Services (GBS) to perform the City's backflow testing and maintenance activities, on an as-needed basis. The Water Department would like to formally contract with GBS to continue to provide these services, and develop a City Cross-connection ordinance and Cross-Connection Control Plan as required by the State.

GBS has submitted a proposal for providing these services for three years, and has included a one-time fee as part of the first year of the contract to develop the City ordinance and Cross-Connection Control Plan. Each year of the contract includes assembly testing and hazard assessments and administration cost.

The costs associated with hiring GBS are not included in this year's budget. Therefore, a budget amendment is required before this contract can be executed.

1st year cost: \$58,075

2nd year cost: \$46,575

3rd year cost: \$46,575

Public Works staff are not qualified or certified to perform cross-connection maintenance activities as required by the State, as this is a very specialized and time-consuming activity, and current staffing levels cannot accommodate this activity. GBS performs these services for other municipalities including Willits and Huntington Beach, and has been successfully performing these activities for Live Oak for the past year.

Recommendation:

Approve a budget amendment in the amount of \$58,075 to the Water Department's Fiscal Year 2024-25 budget, and approve the proposal from Graham Backflow Services.

Fiscal Impacts:

Budget Item - Budget amendment required.

Recommendation:

1) Accept the proposal; and 2) Authorize the City Manager to sign the proposal.

Attachments:

[Proposal](#)



CROSS-CONNECTION CONTROL PROPOSAL
FOR THE
CITY OF LIVE OAK
JULY 1, 2024



Program Overview

An effective cross-connection control (CCC) program will protect public health by preventing system contamination, meet the requirements of the Cross-Connection Control Policy Handbook (CCCPH) which was adopted on December 19, 2023 and became effective July 1, 2024. The CCCPH replaces California Code of Regulations, Title 17 (Title 17). Often overlooked, is the need to mitigate the risk to the water purveyor from damage or injury claims and litigation.

I am actively involved in development of the CCCPH as a member of the Water Board's technical advisory group, advocating for the water purveyor. The CCCPH represents a significant change in the requirements of a CCC program.

The required CCC program elements have increased to include:

1. An initial cross-connection control assessment of the entire system. Title 17 left some room for misinterpretation, however the Policy Handbook clearly includes residential connections.
2. Periodic re-assessment of all customers, in addition to change of occupancy assessments for commercial premises.
3. Record-keeping to include the highest hazards present at each service location.
4. Development of a cross connection control plan within one year of the Policy Handbook promulgation. This plan must be reviewed and approved by the Water Board and will serve as the yardstick to which the Public Water System's (PWS) program will be measured.
5. Public education, and local agency outreach programs will be required. Residential customers will be the primary beneficiary of education efforts. Partnering with local agencies will foster a safety culture within the area.

A common question from PWS Managers is that if their CCC program is not in compliance, why hasn't the Water Board so informed them. The absence of Water Board enforcement action does not a defense against claims and litigation related to a non-compliant CCC program. Most Associate Engineers who perform the annual sanitary surveys are not well versed in cross-connection control. This is an internal deficiency the Water Board is aware of, and is taking steps to correct. The Water Board has conducted staff training across the state. Promulgation of the CCCPH will most certainly elevate compliance enforcement.

Project Scope

Graham Backflow Services (Consultant) will provide cross-connection control program administrative and operation support to the City of Live Oak (Client). Tasks required are wide ranging and include at a minimum:

- Cross-Connection Control Program Management By Consultant
 - Provide services as Cross-Connection Control Specialist of record for the Client. This will include work to address the backlog of customer requests for hazard assessments.
 - Develop and implement a hazard assessment plan for commercial customers.
 - Review and recommend revisions to applicable PWS codes and standards.
 - Work with Client's staff to develop a compliance plan to meet the requirements of the Policy Handbook.
 - Work with customers as the primary point of contact to address questions and concerns related to the program.
 - Provide regular updates to Client for full program integration and transparency.
 - Prepare written reports to regulatory agencies.
- Backflow Prevention Assembly Testing By Consultant
 - Perform all backflow prevention assembly testing on behalf of the Client.
 - Affix a weather resistant plastic tag (colors alternated by year) to indicate the date and status of the last test.
 - Provide Client with estimates for repair or replacement of failed assemblies.
 - Perform repair or replacement of all failed assemblies once approved by Client.

Project Support and On-Site Logistics

The Client will assign a primary point of contact for overall program management. Client will provide Consultant with identification and business cards for use when interfacing with the City's customers. Utility billing system inquiries will be addressed by Client in a timely manner.

Project Schedule

Graham Backflow Services will commence CCC program support upon execution of the contract. Backflow prevention assembly testing will be coordinated with Client.

Fees for Services

2024 FEE SUMMARY		
Task	Monthly	Total
Ordinance Development		\$7,000
Cross-Connection Control Plan Development		\$4,500
Assembly Testing (Estimate)		\$10,575
Hazard Assessments & Administration	\$3,000	\$36,000
		\$58,075
2025 FEE SUMMARY		
Task	Monthly	Total
Assembly Testing (Estimate)		\$10,575
Hazard Assessments & Administration	\$3,000	\$36,000
		\$46,575
2026 FEE SUMMARY		
Task	Monthly	Total
Assembly Testing (Estimate)		\$10,575
Hazard Assessments & Administration	\$3,000	\$36,000
		\$46,575

Ordinance Development Detail

Task Description	Principal \$125/Hr.	Labor	Total
Evaluation, Assessment, and project meeting(s)	16	\$ 2,000	\$ 2,000
Receive requested information from Client and create and submit Ordinance Draft to Client	28	\$ 3,500	\$ 3,500
Receive draft ordinance comments from Client and create final ordinance	12	\$ 1,500	\$ 1,500
Total	56	\$ 7,000	\$ 7,000

Cross-Connection Control Plan Development Detail

Task Description	Principal \$125/Hr.	Labor	Total
Determine Client's desired program structure, and project meeting(s)	8	\$ 1,000	\$ 1,000
Develop draft CCC Plan for internal review.	20	\$ 2,500	\$ 2,500
Receive draft ordinance comments from Client and create final CCC Plan for Water Board approval	8	\$ 1,000	\$ 1,000
Total	56	\$ 4,500	\$ 4,500

Ongoing Program Administrative and Assembly Testing

- On-site hazard assessments and administrative task includes Twenty-Four (24) hours per month for 36 months. - \$125 per hour, or \$3000 per month.
- All work in excess of this estimate will be pre-approved by Client.
- Inspection and testing services are \$45 per assembly for 2024, 2025, and 2026. The 2024 inventory is estimated at 235 assemblies, or \$10,575 for 2024 testing.
- Assembly repair and replacement costs vary by assembly. Estimates will be submitted to Client.
- Emergency call-out will be billed at \$125 per hour, portal to portal, plus parts. Travel mileage reimbursement will be at the current IRS rate.

Graham Backflow Services

Graham Backflow Services is a sole proprietorship, which has been owned and operated by John Graham since 1993. My primary focus is on cross-connection control and backflow prevention services. In the last 35 years, I have developed extensive knowledge in water system engineering, construction, operations, and management.

Certifications

- State Water Resources Control Board Treatment Operator T-5
- State Water Resources Control Board Distribution Operator D-3
- California-Nevada AWWA Cross-Connection Control Specialist
- California-Nevada AWWA Backflow Prevention Assembly Tester
- American Backflow Prevention Association Backflow Prevention Assembly Tester

Experience

Throughout my career I have developed and managed the backflow prevention program for over 300 water systems in California, Hawaii, New Mexico, and Washington. I also work internationally, supporting the Department of Defense in the Pacific Rim. I have also been an active member of several industry groups for the past 20+ years, including:

- American Backflow Prevention Association*- International Past President, Life Member, and Certification Committee Member
- American Water Works Association (AWWA) Standards Committee*- Chair for AWWA/ANSI Standards C510, C511 for Backflow Preventers
- AWWA Cross-Connection Control Committee*- Member and Contributing Author of AWWA Manual M14 "Backflow Prevention and Cross-Connection Control Recommended Practices"
- AWWA Distribution System Water Quality Committee*- Member and Contributing Author of AWWA Manual M68 "Water Quality in Distribution Systems"
- California-Nevada Section AWWA* Tester and Specialist Certification Committee – Chair
- Water Quality Control Board, Division of Drinking Water*- Cross-Connection Control Policy Handbook Advisory Group Member

*References to organizations and companies is not intended as an endorsement of Graham Backflow Services.

Summary

Graham Backflow Services welcomes the opportunity to support the City of Live Oak with its cross-connection control program. The next year will be critical for compliance with regulations. With baseline inventory of approximately 2,500 service connection, completing the required hazard assessments will be a significant undertaking.

Please reach out with any questions.

Respectfully submitted,

John Graham
Graham Backflow Services
stopbackflow@gmail.com
(530) 513-4699



City of Live Oak Report to City Council

Meeting Date:	August 7, 2024
Title:	League of California Cities Voting Delegates
Contact Information:	Mark Scott, Interim City Manager
Background:	Each year the League of California Cities requests Council to designate a voting delegate and up to two alternates for the Annual Conference business meeting. For the 2023 League Conference, Councilmember Ghag was selected as the primary voting delegate for the City and Mayor Hernandez was selected as the alternate voting delegate. Councilmember Ghag currently serves as the City of Live Oak representative and Councilmember Chapdelaine serves as the alternate representative on the League of California Cities.
Analysis:	The City Council will need to select a primary and alternate voting delegate for the 2024 Annual League of California Cities Conference. The voting delegate will vote on any resolutions that the League Board presents to all League members during the last day of the conference.
Fiscal Impacts:	None.
Recommendation:	Designate a voting delegate and an alternate voting delegate for the 2024 League of California Cities Annual Conference.
Attachments:	

[2024 Cal Cities Voting Delegate Information Packet](#)

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.

How it works: Cal Cities Resolutions and 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(f).



City of Live Oak Report to City Council

Meeting Date:	August 7, 2024
Title:	Live Oak Dog Park
Contact Information:	Luis Cibrian, Parks and Recreation Director
Location:	Citywide
Background:	The Live Oak Parks Department broke ground on the Dog Park on January 26, 2024. Although staff anticipated an early summer grand opening, the weather didn't help us out. Staff is pleased to say that they are ready for a grand opening. With all the weekend events, programs, and the swimming pool season ending, staff would like to do a ribbon cutting during the week either on Thursday, August 22 or Thursday, August 29, 2024. We recommend having the ribbon cutting early in the morning or late afternoon. This would give staff plenty of time to promote the ribbon cutting.
Fiscal Impacts:	None.
Recommendation:	Discussion and possible direction.



**City of Live Oak
Report to City Council**

Meeting Date: August 7, 2024

Title: Scheduling a Public Agency Retirement Services (PARS) Presentation
(OPEB Trust)



**City of Live Oak
Report to City Council**

Meeting Date: August 7, 2024

Title: Water Rate Study



**City of Live Oak
Report to City Council**

Meeting Date: August 7, 2024

Title: CFD Analysis



**City of Live Oak
Report to City Council**

Meeting Date: August 7, 2024

Title: Public Employee Recruitment: City Manager/Interim City Manager, Pursuant to California Government Code Section 54957(b)