



1400 K Street, Suite 400 • Sacramento, California 95814
Phone: 916.658.8200 Fax: 916.658.8240
www.cacities.org

NOTE: For city officials arriving early, please join us from 9 – 9:45 a.m for a **continental breakfast** at the League offices at 1400 K Street, 3rd floor, behind the Sacramento Convention Center

January 9, 2012

TO: Members: Administrative Services Policy Committee

FROM: Karen Spiegel, (Chair), Council Member, Corona
Natasha Karl, League Staff (916) 658-8254

RE: **POLICY COMMITTEE MEETING**
DATE: **Thursday, January 19, 2012**
TIME: **10:00 a.m. – 3:00 p.m.**
PLACE: **League of California Cities**
1400 K Street, 3rd Floor
Sacramento, CA

Attached are the agenda and background materials for the upcoming policy committee meeting. If you plan to attend, and have not yet returned the attendance form, please contact Meg Desmond at mdesmond@cacities.org. Registration for this meeting is not required; however, your response will help us determine the meal count.

In addition, if you will be in town on Wednesday night, **please join us for a reception on January 18, 2012**, 6:00 – 7:15 p.m., at the Mayahuel Restaurant located at 1200 K Street (corner of 12th & K), Sacramento. Come network and mingle with new mayors and council members, state legislators, League Partner company representatives, League leadership and staff. Please RSVP to Emily Cole at 916.658.8283 or ecole@cacities.org with your name, title and city/organization.

Travel Informaton: Air transportation, shuttle service, driving directions, parking and hotel information are provided on the back of this letter.

We look forward to seeing you at our first meeting in 2012!

League of California Cities Policy Committee Meetings - January 19 – 20, 2012

(The League office is located directly behind the Convention Center.)

Meeting Locations: Sacramento Convention Center: 1400 J Street, Sacramento 95814 or
League of California Cities: 1400 K Street, Sacramento 95814

AIR TRANSPORTATION:

Low, refundable airfares are available through the Enhanced Local Government Airfare Program. The program requires that a city be pre-registered; check with your city's travel coordinator. This program is ticketless and includes Southwest, United and United Express. For city pairs, rates, or if your city has not yet registered, please check the League Web site at <http://www.cacities.org/travel> for details.

TRANSPORTATION FROM AIRPORT:

YOLOBUS information - <http://www.yolobus.com/m3.html> - 530/ 666-BUSS (2877)

Cost: \$2.00 each way; seniors (62+) /disabled, \$1.00

Travel time: The bus ride is approximately 20-30 minutes.

From the Airport. (Bus 42A)

Buses run every hour (at approximately 19 minutes past the hour). After departing plane, go to the island outside and locate Public Transit. This is where you will catch YOLOBUS

SUPERSHUTTLE (1-800-BLUE VAN): Upon arrival at the airport, claim your luggage then proceed to the **SuperShuttle** ground transportation booth. A representative will arrange SuperShuttle transportation to your destination. Reservations not required. **One-way ticket per person: \$13.00. Round trip ticket per person: \$26.00.**

Please note: Downtown hotels do not provide shuttle service from the airport.

CABS are quoted between \$30.00 to \$40.00 from airport to downtown.

RETURN TO AIRPORT: SuperShuttle (1-800-BLUE VAN) makes regular stops every 1/2 hour in front of these hotels, both within walking distance of the Convention Center:

Hyatt Sacramento - 1209 L Street, Sacramento - (916) 443-1234

Sheraton Grand -1230 J Street, Sacramento - (916) 447-1700

YOLOBUS: Back to Airport (Bus 42B) Pickup location: L & 13th Streets

Buses run every hour (at 5 minutes past the hour). The bus ride is approximately 20-30 minutes.

DRIVING DIRECTIONS:

Below are suggested driving directions to the Convention Center and may not be the most efficient route from your home. There are many websites which offer assistance with driving directions. Here are two that may be helpful: www.mapquest.com, and <http://maps.yahoo.com>.

From I-5: Exit "J" Street. The Convention Center is located on "J" Street (one-way) between 13th & 15th Streets.

From I-80 (West traveling East): Take I-5 North, then follow the above directions.

From I-80 (East traveling West): Take I-80 to Capitol City Freeway (right lanes), Exit 160 Downtown (right lanes). When freeway ends, merge to near left lane. Turn left on "J" Street, go 1 block.

From the South on Highway 99: Take 99 North to Business 80 West (Capitol City Freeway). Exit at 16th Street. Continue on 16th Street, and turn left on "I", then left on 13th Street.

PARKING: *(Allow time for parking; the downtown area is congested.)*

There are numerous public parking garages in the vicinity. Those **closest to the Convention Center** are located at 13th and "J" Streets - directly across from the Sheraton Grand Hotel and the Convention Center. From "J" Street (one way), turn left on 13th Street; entrances to the parking lots are on both the left and the right. The Hyatt Hotel has its own parking garage and valet parking. From "J" Street, turn right on 13th Street, then right on "L" Street. The parking garages **closest to the League offices** are on "K" Street next to the Capitol Garage, corner of 15th & "K" Streets (enter from K Street).

HOTELS:

Hyatt Sacramento, 1209 L Street, Sacramento (\$165 + taxes and fees) - Please contact Megan Dunn at mdunn@cacities.org for the online housing link to get the discounted League rate. This rate is not available by phone or at Hyatt.com. This venue is the Headquarter Hotel for the League's New Mayors & Council Members Academy from January 18 -20. **THE DISCOUNTED RATE WILL NOT BE AVAILABLE AFTER JANUARY 6, 2012.**

ADMINISTRATIVE SERVICES POLICY COMMITTEE

Thursday, January 19, 2012

10:00 a.m. – 3:00 p.m.

League Office, 1400 K Street, 3rd Floor, Sacramento

Note: For city officials arriving early, please join us from 9 – 9:45 a.m. for a continental breakfast at the League offices at 1400 K Street, 3rd floor (behind the convention center).

Individuals who wish to review the full text of bills included in this packet are encouraged to do so by visiting the League's website at www.cacities.org and clicking on "Bill Search" found at the left column. Be sure to review the most recent version of the bill.

A G E N D A

I. SPECIAL ORDER: State Budget and Redevelopment Briefing for all policy committee members, 10:00 – 10:45 a.m., Room 204, Sacramento Convention Center

Upon adjournment, individual policy committee meetings will begin

II. Welcome and Introductions

III. Public Comment

IV. Overview of Parliamentary Procedures *(Handout)* *(Informational)*

V. Committee Orientation *(Attachment A)* *(Informational)*

VI. Strategic Goals for 2012 *(Attachment B)* *(Informational)*

VII. Review of Summary of Existing Policy & Guiding Principles *(Handout)* *(Informational)*

VIII. Committee Work Program

- 2011 Work Program: Status *(Attachment C)* *(Informational)*
- 2012 Draft Work Program *(Attachment D)* *(Action Item)*

IX. Discussion on Potential Legislation

Speakers:

- Elections
 - Darren Chesin, Chief Consultant, Senate Elections, Reapportionment & Constitutional Amendments *(Invited)*
 - Ethan Jones, Chief Consultant, Assembly Elections & Redistricting Committee
- Local Government
 - Katie Kolitsos, Staff Director, Assembly Local Government Committee
 - Brian Weinberger, Consultant, Senate Governance & Finance

X. Review of California Forward Initiative: The Government Performance and Accountability Act *(Action Item)*

- Jim Mayer, Executive Director, California Forward
- Fred Silva, Senior Fiscal Policy Advisor, California Forward

XI. Next Meeting: THURSDAY, March 29, 2012, Doubletree Hotel, Ontario

Brown Act Reminder: The League of California Cities' Board of Directors has a policy of complying with the spirit of open meeting laws. Generally, off-agenda items may be taken up only if:

- 1) Two-thirds of the policy committee members find a need for immediate action exists and the need to take action came to the attention of the policy committee after the agenda was prepared (Note: If fewer than two-thirds of policy committee members are present, taking up an off-agenda item requires a unanimous vote); or*
- 2) A majority of the policy committee finds an emergency (for example: work stoppage or disaster) exists.*

A majority of a city council may not, consistent with the Brown Act, discuss specific substantive issues among themselves at League meetings. Any such discussion is subject to the Brown Act and must occur in a meeting that complies with its requirements.

NOTE: Policy committee members should be aware that lunch is usually served at these meetings. The state's Fair Political Practices Commission takes the position that the value of the lunch should be reported on city officials' statement of economic interests form. Because of the service you provide at these meetings, the League takes the position that the value of the lunch should be reported as income (in return for your service to the committee) as opposed to a gift (note that this is not income for state or federal income tax purposes—just Political Reform Act reporting purposes). The League has been persistent, but unsuccessful, in attempting to change the FPPC's mind about this interpretation. As such, we feel we need to let you know about the issue so you can determine your course of action.

If you would prefer not to have to report the value of the lunches as income, we will let you know the amount so you can reimburse the League. The lunches tend to run in the \$30 to \$45 range. To review a copy of the FPPC's most recent letter on this issue, please go to www.cacities.org/FPPCletter on the League's Web site.



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HOW LEAGUE POLICY COMMITTEES WORK

January 2012

Policy Committee Subject Matter

The League has eight (8) policy committees, each with its own subject matter jurisdiction. You may refer to the “*Summary of Existing Policy and Guiding Principles*” booklet (*Summary*) to find the subject matter for each committee. This document will be updated in January 2012 and again in January 2014. Policy in the *Summary* is used to determine League legislative and regulatory positions. The *Summary*, in its entirety, is located on the League’s Web site at www.cacities.org/summary. Individual sections are located on each policy committee’s Web page, which are available at www.cacities.org/polcomm.

Policy Committee Legislative Agenda Items

League policy committees review bills or regulatory proposals on issues for which the League does not have existing policy, or for which staff members feel a policy discussion needs to occur for greater clarity or background on an issue. Staff will lobby legislation, funding proposals, or regulatory changes where existing policy provides clear direction.

Role and Responsibility of Committee Members

The strength of the League’s policy process and ability to effectively engage in the legislative process is based on the active involvement of and the expertise of city officials. We rely on your technical and policy knowledge, thoughtfulness, strategic thinking, and political savvy. Your role is to engage in thoughtful discussions at the meeting. Members should review the agenda and background material prior to the meetings, attend each meeting, and stay for the entire duration of the meeting.

Committee Recommendations on Positions on Bills

The committee’s actions or positions are a recommendation to the League Board of Directors for a formal League position. Possible committee recommendations can be:

- Support
- Oppose
- Support-if-amended (as appropriate, specific amendments may be requested)
- Oppose-unless-amended (as appropriate, specific amendments may be requested)
- No position
- Neutral

There are nuanced differences between some of these positions. For example, “*support-if-amended*” sends a very different message than “*oppose-unless-amended*.” Both positions might seek the same change but the support-if-amended position means that the League would be listed with the “supporters”

of the bill in most legislative analysis. In addition, “*no position*” and “*neutral*” have different meanings and require different actions from staff. Selection of one or the other depends in part upon what type of message or political posture the League needs to take. Staff will advise the committee about the implications of each on a case-by-case basis.

Approval by League Board Needed for All Committee Recommendations

All committee actions are recommendations to the League Board, which has the final say on all positions. Under no circumstances are individual committee members nor the committee itself authorized to speak on behalf of the League. When a committee action is supported by a large majority (e.g., 32 to 3), the recommendation is placed on the Board’s consent calendar. When the committee vote is split (e.g., 15-13), the item will be presented as an action item for the Board’s discussion. Staff will also provide information about the reasons behind the committee’s recommendation to the Board.

Most of the time, the Board adopts the recommendation of the policy committee. When the Board adopts a different position, staff will notify the committee members of the reason for the different position. This likely will be done in the next regular communication with the committee.

Some issues cut across more than one committee. When this occurs, staff will coordinate and bring a bill to more than one committee for review and recommendation. The recommendations are then forwarded to the League Board and if there is a different recommendation, the League Board resolves the difference.

Role of the Committee Chair

The chair’s role is to balance the often competing needs of the membership to have a full and thoughtful discussion on the issues within the very real time constraint. The chair will often limit debate – either in the number of speakers or the amount of time each speaker has – in order to ensure that we can move ahead on our agenda and cover the items included. We ask that when you make comments on issues before the committee that you be brief and concise and that you not repeat what has already been stated. Also, if you have already spoken on an issue, the chair may ask you to hold your comments until after new speakers are able to share their comments.

Committee Schedule and Process

Committees generally meet three times a year (January and June in Sacramento, March in Ontario), plus an abbreviated meeting at the Annual Conference (September in San Diego) to review resolutions if any are assigned to it. (The September meeting schedule will be announced in mid-July). Meetings begin at 10:00 a.m. and conclude by 3:00 p.m., although some subcommittees may meet at 9:00 a.m. Please plan to be present for the full duration of the committee meetings.

Agendas/Disseminating Information

A meeting notice is mailed to committee members about a month to six weeks in advance of the meeting, containing travel and logistical information. An agenda packet is mailed at least one week before a meeting and also sent via e-mail. **(Note: Following the January meeting, agenda packets will only be sent via email and posted online. If you prefer a hard copy of the agendas and highlights, please contact Meg Desmond by email: mdesmond@cacities.org or phone: 916-658-8224)** Highlights that summarize committee actions are prepared by staff and provided to committee members about two to three weeks after the meetings. All materials are also available on the League’s Website: www.cacities.org/polcomm.

We encourage you to visit the League’s Web site: www.cacities.org. In addition to containing committee materials, the Website contains information on the League’s priorities and a link to track individual bills

and the League's position on them. You should also subscribe to the League's electronic newsletter *CA Cities Advocate*.

For meetings that are heavy in legislative review (generally in March/April and June), staff will try to find a balance between getting the agenda packet out early and the need to delay finalizing the agenda packet in order to include as many legislative items as possible and in their most current version. At some meetings, staff may use a supplemental agenda for last minute legislative issues. We will use e-mail as appropriate to send out late-breaking information or to gather committee input throughout the year. It is important that we have your preferred e-mail.

How to Get an Item on the Agenda

Because staff prepares background material in advance of the meeting, and prepares the agenda in consultation with the Chair and Vice Chair, it is difficult to add items at the last minute. In addition, the League tries to comply with the spirit of the Brown Act in its meetings. If you wish to have the committee discuss an item, you should contact staff well in advance of the meeting in order to determine the feasibility of including it on the agenda, and if so, allow staff time to prepare the appropriate background material. Because of time constraints and a full work program before the committee, it may not always be possible to respond to such requests.

Issues Should Have Statewide Impact

Although some of you may represent your division, your department, your affiliate organization, or simply yourself, we should all keep in mind that the League must address issues of statewide impact and interest. Thus, while an issue or bill may be of interest to your city or region, if it does not have broader, statewide implications, the League likely will not engage in that policy discussion or take a position. You should keep this in mind if you wish to suggest an item for discussion.

Brown Act and Roberts Rules of Order

The League tries to comply with the spirit of the Brown Act. Thus, when the committee discusses items not already on the agenda (e.g., supplemental legislative agenda), the Chair will ask for a vote of approval to add that item to the agenda. The League also follows Roberts Rules of Order and provides a brief overview of key procedural steps in Roberts Rules as they apply to committees.

Staffing for Committee

Each committee has a staff lobbyist assigned to it. This individual is your main point of contact for logistics or questions about the agenda. Generally, each lobbyist has a "main" committee and will remain with the committee throughout the meeting. Occasionally he/she may leave the meeting to make guest appearances in other committees to discuss issues or bills. Additional staff may also be present to support the committee's work.

League Partners and Other Guests

The League Partners have a non-voting representative assigned to each policy committee and are seated at the table with other committee members. In addition, city officials, other members of the League Partners Program, and interested members of the public are welcome to attend the meetings. We provide an opportunity for our League Partners and other members of the public to offer comment on items before the committee during the designated public comment period on the agenda.



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2012 LEAGUE STRATEGIC GOALS¹

Support Sustainable and Secure Public Employee Pensions and Benefits.

Work in partnership with state leaders and other stakeholders to promote sustainable and secure public pensions and other post-employment benefits (OPEBs) to help ensure responsive and affordable public services for the people of our state and cities.

Promote Local Control for Strong Cities. Support or oppose legislation and proposed constitutional amendments based on whether they advance maximum local control by city governments over city revenues, land use, redevelopment and other private activities to advance the public health, safety and welfare of city residents.

Build Strong Partnerships for a Stronger Golden State. Collaborate with other public and private groups and leaders to reform the structure and governance, and promote transparency, fiscal integrity and responsiveness of our state government and intergovernmental system.

¹ Adopted by the League Board of Directors in San Diego, November 18, 2011

League Subunit: Administrative Services Policy Committee
Submitted by: Amy Worth, Council Member, Orinda
League Staff: Natasha Karl

GOAL 1: STRONG PARTNERSHIPS FOR A STRONGER GOLDEN STATE.

- The Committee will support building partnerships by inviting public and private groups and leaders to speak to the committee about issues related to this goal.
- Invite League staff and members of other policy committees to update the committee on any efforts to move this League goal forward.

Update: The committee heard a presentation from California Forward about their efforts to reform California.

GOAL 2: SUSTAINABLE AND SECURE PUBLIC PENSION SYSTEMS.

- The Committee will support the League’s Employee Relations Policy Committee efforts toward this goal including relaying information compiled or developed by the League.
- The Committee will actively monitor and provide input as appropriate on proposed legislative and regulatory reforms as well as proposed ballot measures related to this goal.

Update: The committee focused significantly on redistricting and other administrative services matters and was unable to spend a significant amount of time on this goal.

GOAL 3: RESPONSIVE AND ACCESSIBLE LEAGUE SERVICES.

- The Committee will stay abreast of breaking issues by attending League sponsored conference calls.

Update: League staff did not have a need to pull together any conference calls this year. However, League staff did provide two legislative update webinars to discuss top priority bills, which was available to policy committee members. Additionally, various members of the committee asked for distance learning options (e.g. conference calls) as an alternative to attending in person due to budget constraints. This will likely be a focus for the committee in 2012.

In addition to supporting the League’s Strategic Goals the committee will also do the following:

1. Monitor and take action on LEGISLATION as appropriate

The committee will review pending legislation, regulatory actions, and relevant initiatives and make recommendations to the League Board of Directors when appropriate.

Update: The committee invited committee consultants from key legislative policy committees to discuss current and upcoming legislation that would be of interest to the

administrative services policy committee. The consultants suggested the committee would see legislation on transparency, Ralph M. Brown Act, vote-by-mail elections, and aligning state, county, and city elections.

- There were more than 30 bills introduced related to the City of Bell scandal. As an alternative to taking positions on individual bills the committee reviewed and adopted principles related to transparency, ethics, and open meetings to give staff the latitude to discuss and take positions on bills as necessary. These principles were developed by an ad hoc committee made up of city managers, elected officials, city clerks, fiscal officers, and attorneys. The committee also reviewed and made recommendations on other legislation as well.
- League staff also kept the committee informed on issues related to administrative services.

2. Stay informed on issues related to ELECTION LAW and take action as appropriate

The Committee will work with the City Clerks Assn. of California (CCAC) regarding bills of interest to city clerks on elections. Including legislation related to all-mail ballot elections. The Committee will here from industry experts on the range of issues related to all-mail ballot elections including: fraud, cost effectiveness, and arguments supporting and opposing all-mail ballot elections. Bring speakers in to discuss ranked voting or instant run off voting.

Update: League General Counsel, Patrick Whitnell, gave an informational session on rank choice voting. The committee received an explanation of the rank choice voting process as well as an overview of the limitations and advantages of this method.

3. Stay informed on issues related to VOTER EDUCATION

Work with the city clerks on voter education on the process of elections. Areas to look at include recruitment of poll workers, voters intimidated by voting technology and absentee voters not trusting the postal service, as well as voter ethics.

Update: The committee focused significantly on redistricting and other administrative services matters and was unable to spend a significant amount of time on this goal.

4. Stay informed on issues related REDISTRICTING

Continue to monitor the developments of the new redistricting commission. Invite relevant speakers to provide continual updates. Invite relevant speakers to discuss how to inform the public about the impacts the Redistricting Commission will have on their respective communities.

Update: This was a big year with all the work of the newly established Redistricting Commission (Commission). League staff submitted invitations for commissioners to speak with the committee about its work and progress. Due to hectic travel schedules the

commissioners wrote periodic updates that were shared with the committee.

- Eric McGhee, policy fellow for the Public Policy Institute of California (PPIC), shared his analysis of how the political seats would be affected following the draft maps.

5. Stay informed on issues related to CAMPAIGN REFORM and take action as appropriate

Involve the League to ensure that any proposed policy does not negatively impact local government.

Update: Dan Schnur, chairman of the Fair Political Practices Commission (FPPC) shared with the committee the accomplishments of the FPPC over the eight months he was chairman including his efforts to restore voter confidence.

- Ann Ravel was appointed chair of the FPPC in June of this year. She shared with the committee her vision for the FPPC including restoring confidence in government and her desire to clarify regulations while exploring longer term costs and burdens of current statutes.
- The City Attorney's Department representative provided periodic updates regarding the work of the attorney's FPPC committee.

6. Stay informed on issues related to GOVERNANCE REFORM and take action as appropriate

Invite relevant speakers to discuss developments in this area and involve the League to ensure that any proposed policy does not negatively impact local government.

Update: The committee heard a presentation from California Forward about their efforts to reform California.

Administrative Services Policy Committee
Work Plan
DRAFT

GOAL 1: SUPPORT SUSTAINABLE AND SECURE PUBLIC PENSION SYSTEMS.

- Members of the committee will take back to their cities any information they receive related to this goal.
- The Committee will actively monitor and provide input as appropriate on proposed legislative and regulatory reforms as well as proposed ballot measures related to this goal.

GOAL 2: PROMOTE LOCAL CONTROL FOR CITIES.

- The Committee will actively monitor and provide input on legislation, regulatory reforms, and ballot measures as appropriate.

GOAL 3: BUILD STRONG PARTNERSHIPS FOR A STRONGER GOLDEN STATE.

- The Committee will support building partnerships by inviting public and private groups and leaders to speak to the committee about issues related to this goal.
- Invite League staff and members of other policy committees to update the committee on any efforts to move this League goal forward.

In addition to supporting the League's Strategic Goals the committee will also do the following:

1. Monitor and take action on LEGISLATION as appropriate

The committee will review pending legislation, regulatory actions, and relevant initiatives and make recommendations to the League Board of Directors when appropriate.

2. Stay informed on issues related to ELECTION LAW and VOTER EDUCATION and take action as appropriate

The Committee will work with the City Clerks Assn. of California (CCAC) regarding bills of interest to city clerks on elections and on issues as they relate to voter education.

3. Stay informed on issues related to GOVERNANCE REFORM and take action as appropriate

The committee will invite relevant speakers to discuss developments in this area and take action when appropriate.