

Alameda County Mayors' Conference

BUSINESS MEETING AGENDA

December 13, 2023

6:30 p.m.

Piedmont Community Hall

[711 Highland Avenue, Piedmont, CA](#)

1. Roll Call
2. Approval of November 8, 2023, Meeting Minutes*
3. Agenda Amendments
4. Public Comments and Other Announcements
5. Member Reports on Regional Boards and Activities
6. Appointments to Regional Boards and Call for Applications*

Board Name/ Appointment	District	Incumbent	Applicant(s)	Start	End
A. Regional Board Appointments by the Alameda County Mayors' Conference:					
Alameda County Transportation Commission's Independent Watchdog Committee	D-3 Tam	Vacant	Vamsi K.Tabjulu	12/14/2023	12/14/2025

*Applications submitted for appointment will always be included with the Nominating Committee agenda packet, which also includes a listing of current regional board vacancies.

7. Other Business Matters
 - a) Consideration to approve the Executive Director's 2024 Service Agreement
 - b) Consideration to approve the Alameda County Mayors' Conference CY 2024 Budget and Membership Dues Schedule
 - c) Consideration to amend the Alameda County Mayors' Conference Bylaws Requiring an Annual Financial Report
8. Request for Future Agenda Items and Presenters*
9. League of California Cities' Report, Legislative Updates, and Actions
 - a) Samantha Caygill, East Bay Regional Public Affairs Manager, League of California Cities
10. Host City Mayors' Report – Mayor Jennifer Cavanaugh, City of Piedmont
11. Meeting Presentation
Presenter: Yesenia Sanchez, Alameda County Sheriff
Presentation Topic: Update the Alameda County Sheriff's Office and relations with member cities
12. Adjournment

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*Denotes report included below or attached material. Regional board applications are included with the Nominating Committee agenda packet

Note: The Mayors' Conference or the Alameda County City Selection Committee may act on any subject posted on this agenda, including nominations from the floor for regional boards.

Executive Director's Report

Item 6 – Appointment to Regional Boards and Call for Applications

Please see the Nominating Committee agenda packet for applications, information regarding these appointments, and the current listing of vacancies.

RECOMMENDATION – Meeting as the Alameda County Mayors' Conference and the Alameda County City Selection Committee, review the applications included with the Nominating Committee packet, consider the recommendations of the Nominating Committee, and if appropriate, approve the appointments to the regional agencies listed on this agenda.

Item 7(a) - Consideration to approve the Executive Director's 2024 Service Agreement

The Executive Committee will be making a recommendation on a professional services agreement with Steven Bocian to serve as the Alameda County Executive Director for the 2024 calendar year. There are no financial changes to the agreement. The services agreement includes a proposed amendment indicating the Executive Director will work with the City of San Leandro and the Mayors' Conference Treasurer regarding the Conference's financial administration. The proposed language is as follows:

1. (j) *To work cooperatively with the City of San Leandro and the Conference Treasurer concerning their overall financial administration of the Conference, including utilization of Quickbooks for invoicing, accounts payable, preparation of an annual financial report, and other financial matters.*

Please refer to the Executive Committee agenda packet for a full report.

RECOMMENDATION – Consider the Executive Committee's recommendation regarding the professional services agreement with Steven Bocian to serve as the Alameda County Mayors' Conference Executive Director for the 2023 calendar year, and if appropriate, approve the services agreement.

Item 7(b) – Consideration to approve the Alameda County Mayors' Conference CY 2024 Budget and membership dues schedule

The Executive Committee will be making a recommendation on the CY 2024 budget. The budget includes an adjustment to the membership dues and the dinner fee, the purchase of a subscription to Intuit's Quickbooks Essentials, and an increase to the amount host cities are reimbursed from the Mayors' Conference for hosting monthly business meetings from \$50/person to \$75/person, and a one-time dinner fee offset for 2024 of \$1,150. It also anticipates the regional agencies attending dinner following the monthly business meetings will pay \$75/person. The \$75 reimbursement amount is anticipated to begin around March/April 2024 after implementing invoicing and other related matters.

For questions or information regarding this Agenda, contact Steven Bocian, Executive Director at: sbocian@acmayorsconference.org

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Please refer to the Executive Committee's agenda packet for a full report.

RECOMMENDATION – Consider the Executive Committee's recommendation on the CY 2024 Alameda County Mayors' Conference Budget, including the membership dues assessment, and if appropriate, adopt the budget.

Item 7(c) – Consideration to amend the Alameda County Mayors' Conference Bylaws requiring an Annual Financial Report

The Executive Committee will be considering an amendment to the bylaws requiring an annual financial report in place of an annual certified audit. The new language is as follows:

17. An annual ~~audit financial report~~ of the budget and all financial transactions of the Conference shall be ~~presented to made by~~ the Executive Committee. For the purpose of ~~conducting presenting~~ the ~~audit annual financial report~~, the Executive Committee ~~shall may~~ retain the services of a private certified public accounting firm ~~or have it presented by the Executive Director~~.

Please refer to the Executive Committee's agenda packet for a full report.

RECOMMENDATION – Consider the Executive Committee's recommendation regarding proposed changes to the bylaws and, if appropriate, approve the amended bylaws.

Item 8 – Request for Future Agenda Items and Presenters

The following presenters are confirmed for future meetings:

- December 13, 2023 – Yesenia Sanchez, Sheriff, Alameda County
- January 10, 2023 – EBRPD regarding the 30 X 30 Initiative
- February 14, 2024 – BART update

CALENDAR OF FUTURE MEETINGS

Meeting Date	Host City
December 13, 2023	Piedmont
January 10, 2024	Livermore
February 14, 2024	Alameda
March 13, 2024	Albany
April 10, 2024	San Leandro
May 8, 2024	Oakland

Meeting information is available at www.alamedacountymayorsconference.org