

Alameda County Mayors' Conference

EXECUTIVE COMMITTEE MEETING AGENDA

April 9, 2025

6:30 p.m.

Concannon Vineyard

[4590 Tesla Road, Livermore, CA](#)

1. Roll Call
 2. Agenda Amendments
 3. Public Comments
 4. Consideration of Policy Regarding Serving of Wine at Business Meeting Dinners
 5. Consideration of Policy Regarding Public Attendance at Mayors' Conference Meeting Dinners
 6. Adjournment
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Executive Director's Report

Agenda Item 4. Consideration of Policy Regarding Serving of Wine at Business Meetings

Before a city hosts a Mayors' Conference business meeting, it receives a "host memo" from the Mayors' Conference outlining the basic parameters of the meeting, including the serving of food and wine. Regarding the serving of wine, the memo states the host city should provide a no-host or hosted wine bar from 6:00 p.m. to 6:30 p.m. and hosted wine at dinner. The serving of wine is a long-standing tradition that has been in place since the early days of the Mayors' Conference dinners. The cost of serving wine was factored into the formula determining the amount the Mayors' Conference reimburses each city (currently at \$75/person). The serving of alcohol other than wine or other beverages is based on city preference and is not mentioned in the host memo.

Recently, on a number of occasions, city staff have asked if serving alcohol is mandatory. This question stems from a range of issues, including restrictions some cities have regarding using city funds for the purchase of alcohol or serving alcohol on city property, problems locating a caterer with the proper licensing to serve alcohol, concerns over optics, and the cost involved with purchasing alcohol. In response to any question regarding the serving of alcohol, the Mayors' Conference has encouraged cities to explore all alternatives that may be permissible with city purchasing procedures. Regardless of these issues, all cities have served wine at our meetings, and all have developed an internal process to allow it to happen.

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In view of this situation, it seems appropriate to stress that a host city has the final decision regarding what it serves at its meeting dinner to ensure compliance with its purchasing procedures. As such, the Mayors' Conference should consider amending the host city memo language regarding the serving of wine as follows:

Provide a no-host or hosted wine bar from 6:00 p.m. to 6:30 p.m. and hosted wine at dinner. In case your city has regulations pertaining to the purchase of alcohol, you are encouraged to explore options to allow the serving of wine without violating city regulations. However, if no option is available, a host city may provide hosted wine or no wine at all.

RECOMMENDATION – Amend the language in the host memo pertaining to providing wine at Mayors' Conference meeting dinners to the following:

Provide a no-host or hosted wine bar from 6:00 p.m. to 6:30 p.m. and hosted wine at dinner. In case your city has regulations pertaining to the purchase of alcohol, you are encouraged to explore options to allow the serving of wine without violating city regulations. However, if no option is available, a host city may provide hosted wine or no wine at all.

Agenda Item 5. Consideration of Policy on Public Attendance at Mayors' Conference Meeting Dinners

On a few occasions, I have been asked by a member of the public if they could attend the Mayors' Conference dinner. This was most common during the past election cycle when candidates requested to attend, but it also happens from time to time when consultants or a member of the public wants to attend. The Mayors' Conference does not have a policy regarding dinner attendance. Still, the assumption has been that cities are hosting meetings and dinners for mayors, city staff, and representatives from regional agencies.

Because the cost of the Mayors' Conference dinner can exceed the cost of the reimbursement, it seems appropriate to inform the public that while the meetings are open to the public, the dinner is reserved for mayors, city staff, regional agencies, invited guests, and host city guests. Note that Mayor Marchand has agreed to seek city attorney review of this position.

RECOMMENDATION – Unless otherwise directed by legal counsel, consider a policy of reserving Mayors' Conference dinners for mayors, city staff, regional agencies, and invited guests.

Executive Committee Members

Chair – John Marchand

Vice-Chair – Mark Salinas

Immediate Past President – Vacant

Member – Juan González

Member – (Elected from City Council) –Robin López

Alternate – Michael Hannon