

Alameda County Mayors' Conference

EXECUTIVE COMMITTEE MEETING AGENDA

November 13, 2024

6:10 p.m

Ralph and Mary Ruggieri Center
[33997 Alvarado-Niles Road, Union City](#)

1. Roll Call
3. Agenda Amendments
4. Public Comments
5. Consideration to Recommend Approval of the Executive Director's 2025 Service Agreement
6. Consideration to Recommend Adoption of the Alameda County Mayors' Conference CY 2025 Budget and the Membership Dues Schedule
7. Consideration to Recommend the Appointment of Janelle Cameron, City Manager, City of San Leandro, as the Alameda County Mayors' Conference Treasurer.
8. Adjournment

Executive Director's Report

Agenda Item 5. Consideration to Approve the Executive Director's 2025 Service Agreement

Section 10 (e) of the ACMC Bylaws provides that the Executive Committee shall recommend the appointment of the Executive Director, subject to the approval of the majority of the Conference's membership.

Section 3 of the current contractor service agreement with the Executive Director states that it will automatically terminate on December 31, 2024, unless extended by mutual agreement of the parties in conjunction with the term of the annual budget. As such, it is appropriate to consider the attached new service agreement. If the membership approves the agreement, it will become effective January 1, 2025, and will have a one-year term. The agreement includes all of the services expected of the Executive Director. A copy of the proposed agreement is included as Attachment 1.

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No text, service, or Executive Director compensation changes are proposed to the agreement. The Executive Director's compensation history is detailed in the table below.

A Summary of Changes to the Executive Director's Compensation Since 2017

Year	Monthly Compensation	Monthly Auto Allowance	Annual Total Compensation	Adjustments
2017	\$2,833.00	\$119.00	\$35,424.00	N/A
2020	\$2,918.00	\$123.00	\$36,486.72	3.00%
2023	\$3,064.00	\$123.00	\$38,244.00	5.00%
2025*	\$3,064.00	\$123.00	\$38,244.00	0.00%

*Proposed

RECOMMENDATION – Consider a recommendation to the entire membership regarding approval, rejection, or amendment to the attached Executive Director's 2025 contractor agreement for professional services.

Agenda Item 6. Consideration to Recommend Adoption of the CY 2025 Alameda County Mayors' Conference Budget and Membership Dues Schedule

Section 10 (a) of the APMC Bylaws provides that the Executive Committee shall review and may revise the proposed annual operating budget and assessment schedule (i.e., membership dues) as prepared by the Executive Director and that it be submitted to the entire membership for approval.

The proposed annual budget is set on a calendar year basis. Total estimated expenses are \$74,269, which includes \$30,525 for dinner expenses, \$38,244 for Executive Director compensation, and the remaining for administrative expenses. The CY2025 budget represents the first full year of increasing the dinner reimbursement to \$75 per attendee, which was approved as part of the CY 2024 budget.

Total annual revenue is estimated at \$84,890. Revenues will come primarily from membership dues comprised of two components, an Annual Membership Fee and a Dinner Expense Fee, collectively generating \$79,040. In addition, the budget assumes \$5,850 as reimbursement from agency representatives attending dinner after the business meetings. The Dinner Expense Fee was increased last year from \$840 to \$2,350 per city to facilitate an increase in the amount that cities are reimbursed for hosting meetings. However, members also approved using a one-time \$1,150 per member Dinner Expense Fee offset from existing budget reserves generated during the COVID years when Dinner Expense Fees were collected but not used. The Dinner Expense Fee offset was only for CY 2024, so the total CY 2024 approved Dinner Expense Fee amount will begin for CY 2025.

The budget is projected to have an ending balance of \$10,621 with a reserve of \$42,513. If the reserve estimate is met, the membership can again consider an offset to reduce the Dinner Expense Fee.

RECOMMENDATION – Consider the attached CY 2025 Budget and membership dues schedule and make a recommendation to the entire membership regarding their adoption.

For Questions Regarding this Agenda Contact Steven Bocian, Executive Director at: sbocian@acmayorsconference.org

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7. Consideration to appoint Janelle Cameron, City Manager, City of San Leandro, as the Alameda County Mayors' Conference Treasurer

Section 10 (f) of the ACMC Bylaws provides that the Executive Committee shall recommend the appointment for the Office of Treasurer. The Treasurer's responsibilities include ensuring that all financial transactions of the Conference are maintained, that all dues and revenues are properly recorded and reported, and working with the Executive Director in preparation of the Budget.

The City of San Leandro provides financial services for the Mayors' Conference, and as a result, historically, the Treasurer has been its city manager. The City recently appointed Janelle Cameron as its new city manager, and as such, it is recommended that the Executive Committee consider her appointment as the Mayors' Conference Treasurer. The appointment would remain in effect until the Mayors' Conference appoints a new Treasurer or until she is no longer the city manager for the City of San Leandro. The Executive Director has discussed the position with Janelle, and she is willing to accept the position.

RECOMMENDATION – Consider recommending that the membership appoint Janelle Cameron, City Manager, City of San Leandro, as the Mayors' Conference Treasurer until the Mayors' Conference appoints a new Treasurer or until she is no longer the City of San Leandro city manager.

Attachments

1. Executive Director Service Agreement
2. Proposed CY 2025 Budget with the schedule of membership dues

Executive Committee Members

Chair – John Marchand

Vice-Chair – Mark Salinas

Immediate Past President – Jessee Arreguin

Member – Vacant

Member – (Elected from City Council) – John Miki

Alternate – Carol Dutra-Vernaci

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ALAMEDA COUNTY MAYORS' CONFERENCE

This Agreement is entered into this 1st day of January 2025, by and between the Alameda County Mayors' Conference, a voluntary organization of cities hereinafter called "Conference," and Steven Bocian, hereinafter called "Contractor."

WITNESSETH

WHEREAS, Conference is desirous of securing certain professional services in order to carry out the purposes of the organization; and

WHEREAS, the Contractor is organized and equipped for the purpose of providing such professional services.

NOW, THEREFORE, in consideration of the promises hereinafter set forth, the parties do hereby agree as follows:

1. The Contractor shall perform the following activities and services:
 - a. To serve as the Executive Director of the Conference, and as necessary, serve as liaison officer before State Legislative committees pertaining to issues affecting local government, particularly in Alameda County, and to the maintenance of information and communication with the State legislative delegation representing Alameda County.
 - b. To insure proper communication with and representation before all regional agencies and the Alameda County Board of Supervisors, including recording minutes and processing applications and appointments made by the Conference and the Alameda County City Selection Committee to regional boards, as required.
 - c. To keep a good and sufficient record of the proceedings of the Conference.
 - d. To keep a record and ascertain the qualifications of each member and alternate member.
 - e. To maintain files for all reports, correspondence, and other business of the Conference.
 - f. Upon request, to attend meetings of the various committees of the Conference so as to lend any technical guidance, conduct of research, or the provision of whatever clerical assistance that may be needed.
 - g. Annually, with assistance from the Conference Treasurer, to prepare and present a proposed budget and assessment schedule to the Executive Committee and to control the approved budget.

- h. Retain digital files of all matters related to the Conference and post-meeting agenda, as well as related documents and business meeting minutes on the Conference website for public access.
 - i. Continue to maintain and regularly update the Alameda County Mayors' Conference website.
 - 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.
 - k. To perform such other duties as the Conference may from time to time direct.
1. In consideration for providing the Conference specified professional services the Contractor shall be compensated at the rate of Three Thousand Sixty-Four Dollars and 00 Cents (\$3,064) per month. The Contractor shall also receive an automobile allowance of One Hundred Twenty-Three Dollars (\$123.00) per month. Total compensation and auto allowance shall be (\$3,187) per month. Contractor shall also be reimbursed for out-of-pocket expenses incurred on behalf of the Conference.
 2. The Contractor and Conference understand Steven Bocian is not acting hereunder in any manner as an employee of the Conference but solely under this Agreement as an independent contractor. Contractor shall indemnify, defend, and hold harmless Conference, its boards and commissions, officers, and employees from and against any and all loss, damages, liability, claims, suits, costs, and expenses whatsoever, including reasonable attorneys' fees, regardless of the merits or outcome of any such claim or suit arising from or in any manner connected to Contractor's negligent performance of services or work conducted or performed pursuant to this Agreement.

Because the Conference has relied on the specific background and capabilities of Contractor in awarding this Agreement, any assignment of Contractor's interest in this Agreement shall be null and void and shall confer no right, title, or interest in this Agreement.

3. This Agreement supersedes any existing contract for these services and shall be for the period from January 1, 2025, through December 31, 2025, and will automatically terminate on December 31, 2025, unless extended by mutual Agreement of the parties in conjunction with the term of the annual budget. This Agreement may be terminated by either party upon ninety (90) days written notice to the other party.

NOTICES: All notices or other communications required or permitted hereunder shall be in writing and shall be personally delivered, sent by courier, messenger services, or sent by registered or certified mail, postage paid, return receipt requested, and shall be deemed received upon the earlier of (1) the date of delivery to the address of the person to receive such notice at the following addresses, or (2) five (5) business days after the date of posting by the United States Post Office:

To Conference: President
 Mayor John Marchand
 City of Livermore
 1052 S. Livermore Ave.
 Livermore, CA 94704

To Contractor: Steven Bocian
 4887 Merganser Court
 Pleasanton, CA 94550

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed.

CONTRACTOR

ALAMEDA COUNTY MAYORS'
CONFERENCE

Steven Bocian ,
a sole proprietor

Jesse Arreguin,
President

Dated: _____

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**ALAMEDA COUNTY MAYORS CONFERENCE
STATEMENT OF RECEIPTS, DISBURSEMENTS & EQUITY
ACTUAL AND ESTIMATED BUDGET FOR 2023 THROUGH 2025**

	ACTUAL C.Y. 2023	ESTIMATED C.Y. 2024	Proposed C.Y. 2025
CASH RECEIPTS (INCOME) -			
MEMBERSHIP DUES	\$ 44,480.00	\$ 46,140.00	\$ 46,140.00
MEMBERSHIP DINNER FEE	11,760.00	32,900.00	32,900.00
INTEREST INCOME	0.24	0.00	0.00
DINNER REIMBURSEMENTS	2,450.00	5,500.00	5,850.00 (1)
TOTAL CASH RECEIPTS	\$ 58,690.24	\$ 84,540.00	\$ 84,890.00
CASH DISBURSEMENTS (EXPENSES) -			
CONTRACT (Executive Director)	\$36,768.00	\$36,768.00	\$36,768.00
ACCOUNTING SERVICES (San Leandro)	3,000.00	3,000.00	3,000.00 (2)
OFFICE SUPPLIES/ SUBSCRIPTIONS	149.00	1,414.23	1,000.00 (3)
CAR ALLOWANCE (Executive Director)	1,476.00	1,476.00	1,476.00
DINNER EXPENSE/ REMBURSEMENTS	13,600.00	25,200.00	30,525.00 (4)
BANK SERVICE CHARGES	197.78	203.25	500.00
WEBPAGE ADMINISTRATION	520.00	600.00	1,000.00
Dues Offset		16,100.00	0.00 (5)
MISCELLANEOUS	0.00	0.00	0.00
TOTAL CASH DISBURSEMENTS	\$ 55,710.78	\$ 84,761.48	\$74,269.00
EXCESS (DEFICIT) OF RECEIPTS OVER DISBURSEMENTS			
	2,979.46	(221.48)	10,621.00
EQUITY, BEGINNING	29,134.40	32,113.86	31,892.38
EQUITY, ENDING (DEFICIT)	\$ 32,113.86	\$ 31,892.38	\$ 42,513.38

Notes:

1. Estimated dinner reimbursements from regional agencies at \$75 per person (7 regional agency attendees per meeting times eleven meetings equals \$5,850)
2. The City of San Leandro is paid \$3,000 annually for financial administration services
3. Includes annual subscription to Intuits QuickBooks at \$720
4. Assumes 11 dinners annually for 37 attendees each meeting. The Conference reimburses a member city hosting a monthly business meeting and dinner a total of \$75 for each mayor, city manager (or alternates), a guest speaker and the Executive Director and each regional agency representative who RSVPs to attend the event. If the reimbursement amount exceeds the host city's total expenses for hosting the event, the reimbursement amount will be equal to the host city's total event cost.
5. The 2024 dinner fee credit of \$1,150 per 14 member cities was for 2024 only.

**ALAMEDA COUNTY MAYORS CONFERENCE
PROPOSED CY 2025 MEMBERSHIP DUES AND DINNER EXPENSE FEE**

<u>AGENCY</u>	<u>Membership Dues (1)</u>	<u>Dinner Fee (2)</u>	<u>Total Dues</u>
Alameda	\$ 3,480.00	\$ 2,350.00	\$ 5,830.00
Albany	2,620.00	2,350.00	4,970.00
Berkeley	3,480.00	2,350.00	5,830.00
Dublin	3,480.00	2,350.00	5,830.00
Emeryville	2,620.00	2,350.00	4,970.00
Fremont	3,480.00	2,350.00	5,830.00
Hayward	3,480.00	2,350.00	5,830.00
Livermore	3,480.00	2,350.00	5,830.00
Newark	2,620.00	2,350.00	4,970.00
Oakland	3,480.00	2,350.00	5,830.00
Piedmont	3,480.00	2,350.00	5,830.00
Pleasanton	3,480.00	2,350.00	5,830.00
San Leandro	3,480.00	2,350.00	5,830.00
Union City	<u>3,480.00</u>	2,350.00	<u>5,830.00</u>
Total	<u>\$ 46,140.00</u>	<u>\$ 32,900.00</u>	<u>\$ 79,040.00</u>

Notes:

1. Membership Dues for cities with population less than 50,000 are reduced by 25%
2. Each member city is assessed \$100 for its mayor and city manager plus the guest speaker and executive director for dinner costs. The Conference will reimburse a member city hosting a monthly business meeting and dinner a total of \$75 for each mayor, city manager (or alternates) a guest speaker and the Executive Director and each regional agency attendee who RSVPs to attend the event. If the reimbursement amount exceeds the host city's total expenses, the reimbursement amount will be equal to the host city's total event cost.