

SAN MATEO

**LOCAL AGENCY FORMATION COMMISSION**

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May 11, 2016

To: LAFCo Commissioners
From: Martha Poyatos, Executive Officer *M. Poyatos*
Subject: Report on Attendance at the CALAFCO Annual Staff Workshop, Hilton Universal City, Los Angeles, March 30 – April 1, 2016

Along with LAFCo Clerk Jean Brook, I attended the CALAFCO Staff Workshop at the Hilton Universal City in Los Angeles from Wednesday, March 30 through Friday, April 1, 2016. The program included several valuable sessions covering a variety of topics including Protest Proceedings, Water Resources and the Drought, Team Building and Productivity, Regional Roundtable Discussion, Building Trust and Interagency Relationships, Legislative Process, and Pending Legislation Update. Speakers and panelists included State officials and experts in several areas of interest to LAFCos, including representatives from the California Municipal Utilities Association and the California Rural Legal Assistance, Inc., and the policy advisor for Congresswoman Grace Napolitano. I will share applicable conference handouts with County departments, cities, and special districts.

Attached is the conference program with more detailed information on the workshop sessions.



The 2016 CALAFCO Staff Workshop

March 30 - April 1, 2016
At the Hilton Universal City
in Los Angeles, CA

Hosted by
Los Angeles LAFCo



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Workshop Schedule at a Glance

Wednesday – March 30th

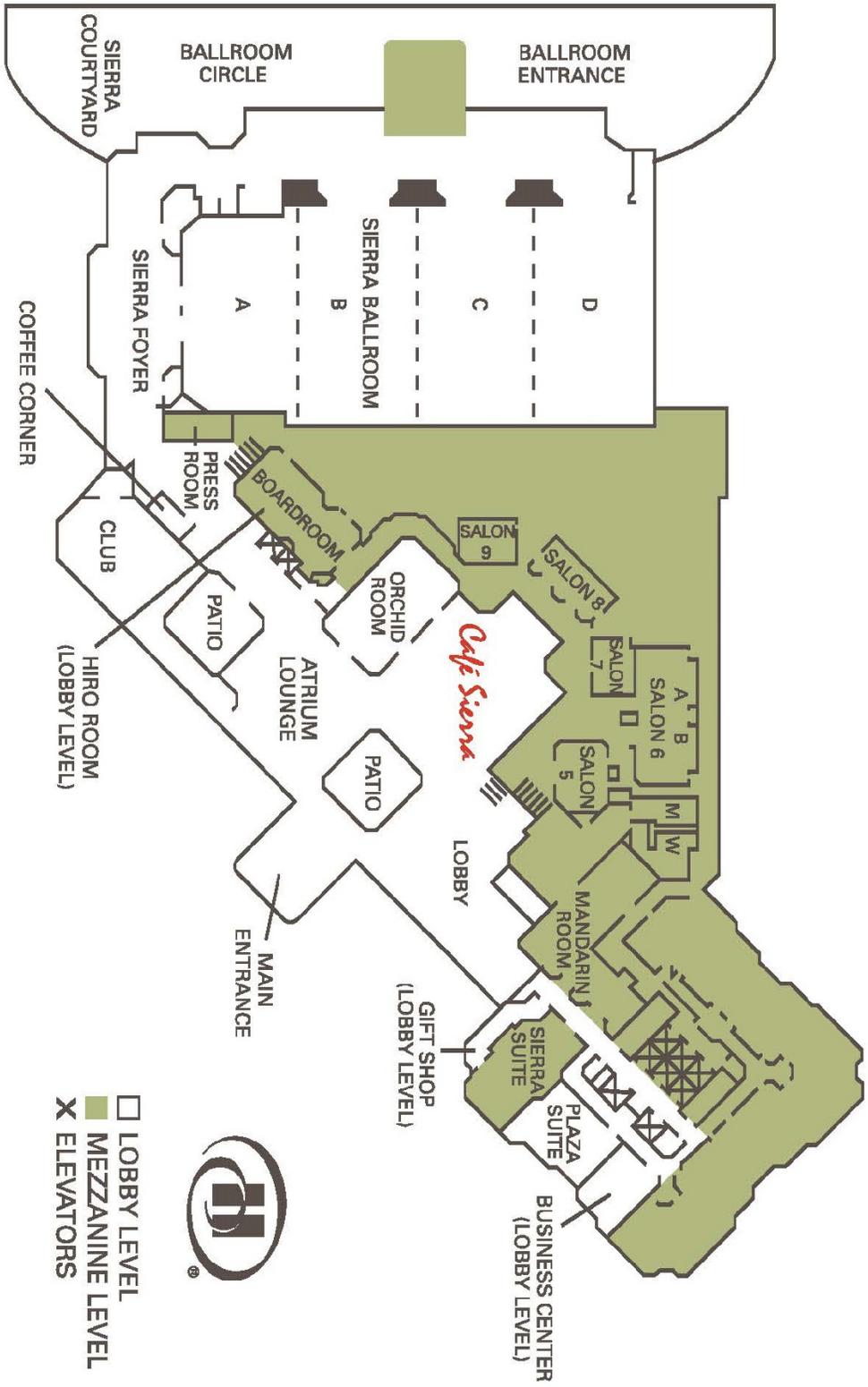
7:30 a.m. – 12:30 p.m.	Mobile Workshop
1:30 – 2:00 p.m.	Workshop Opening
2:00 – 3:15 p.m.	General Session: Water: Needed Resource and Vexing Problems
3:15 – 3:30 p.m.	Lite Snack Break
3:30 – 5:00 p.m.	Staff Roundtables
5:30 – 7:00 p.m.	CALAFCO Reception Dinner on your own

Thursday – March 31st

7:30 – 9:00 a.m.	Breakfast
9:00 – 10:15 a.m.	Breakout Sessions <ul style="list-style-type: none">• Spreadsheets and Databases – How Excel and Access Can Work for You• Web 1.0 - Website Maintenance and Development• Conducting Protest Proceedings
10:15 – 10:30 a.m.	Lite Snack Break
10:30 – 11:45 a.m.	Breakout Sessions <ul style="list-style-type: none">• Clerks 101 Plus• Web 2.0 - Tips & Tricks to Improve Your LAFCo Website• Purpose & Productivity: Building a Winning Team
12:00 – 1:30 p.m.	Lunch
1:45 – 3:00 p.m.	General Session: Building Trust
3:00 – 3:15 p.m.	Lite Snack Break
3:15 – 4:15 p.m.	Breakout Sessions <ul style="list-style-type: none">• Legislation 101• California's Open Meeting Law: LAFCos and the Brown Act
4:15 – 4:30 p.m.	Break
4:30 – 5:15 p.m.	General Session: Navigating the New CALAFCO Website
5:30 – 6:00 p.m.	CALAFCO Reception
6:00 – 8:00 p.m.	CALAFCO Dinner and Jeopardy Game

Friday, April 1st

7:30 – 9:00 a.m.	Breakfast
9:00 – 10:00 a.m.	General Session: 2015 LAFCo Legislation – How to Implement the Good, the Bad, and the Ugly
10:00 – 10:15 a.m.	Break
10:15 – 11:30 a.m.	General Session: CALAFCO Organization and Legislative Updates
11:30 a.m. – 12:00 p.m.	General Session: Workshop Wrap-up



Wednesday - March 30, 2016

7:30 a.m. - 12:30 p.m. **Mobile Workshop**

*Bus leaves promptly
at 7:15 am*

Meet in the Lobby to Board the bus at 7:00 a.m. There will be two trips between 7:15 and 7:30 a.m.

Speaker: Corrine Verdery, Chief Real Estate Development Officer, NBCUniversal
Speaker: George Mhlsten, Partner, Latham & Watkins, LLP
Speaker: Paul Novak, Executive Officer, LA LAFCo

The NBCUniversal Evolution Plan is a 25 year blueprint intended to guide development of the Universal Studios and Universal Studios Hollywood theme park property. Join the NBC Universal and LA LAFCo teams as we hear about the city and county approval process. We will start by hearing from NBC Universal, then be taken on a special backlot tram tour, followed by a presentation on the LAFCo process perspective by LA LAFCo. Lunch will be served.

1:30 - 2:00 p.m.

Workshop Opening - Ballroom A

Welcoming Remarks Paul Novak, Executive Officer, Los Angeles LAFCo
Don Dear, Commissioner, Los Angeles LAFCo
Sheila Kuehl, Los Angeles County Board of Supervisor, District 3; Commissioner, Los Angeles LAFCo
Pamela Miller, Executive Director, CALAFCo

Welcome to the 2016 CALAFCo Staff Workshop in Universal City!

2:00 - 3:15 p.m.

*Approved for 1.25
AICP CM Credits*

Water: Needed Resource and Vexing Problems - Ballroom A

Moderator: David Church, Executive Officer, San Luis Obispo LAFCo
Speaker: Danielle Blacet, Director of Water, California Municipal Utilities Association
Speaker: Marisa Christensen Lundin, Attorney, California Rural Legal Assistance, Inc.
Speaker: Mary Ann Lutz, Policy Advisor, Office of Congresswoman Grace F. Napolitano

This session is a forum with varying perspectives on the issues of water supply and demand in California. Speakers will address the various Federal, State, and local regulatory environment and how that impacts growth and development in the state.

3:15 - 3:30 p.m.

Lite Snack Break - Foyer A

3:30 - 5:00 p.m.

Staff Roundtables

EOs/Analysts: Steve Lucas, Executive Officer, CALAFCo and Pamela Miller, Executive Director, CALAFCo - **Ballroom A**
Clerks: Sandy Hou, Commission Clerk, Alameda LAFCo and Kate Sibley, Executive Assistant/Clerk, Contra Costa LAFCo - **Mandarin A**
Counsel: Clark Alsop, Legal Counsel, CALAFCo - **Board Room A**

5:30 - 7:00 p.m.

CALAFCo Reception - Sierra Courtyard

Dinner on your own

Thursday - March 31, 2016

7:30 - 9:00 a.m.

Breakfast - Ballroom C

9:00 - 10:15 a.m.

Breakout Sessions

*Approved for 1.25
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Conducting Protest Proceedings - Ballroom A

Moderator: Marjorie Blom, Consultant
Speaker: Mike Ott, Executive Officer, San Diego LAFCo

Conducting authority proceedings are subject to a myriad of requirements from various sections of the Cortese-Knox-Hertzberg Act. This session is oriented to practitioners who want a better understanding of how to implement this important component of the LAFCo process.

Web 1.0 - Website Maintenance and Development - Mandarin A

Moderator: Joe Serrano, Local Government Analyst II, San Diego LAFCo
Speaker: Crystal Craig, Local Government Analyst II, Riverside LAFCo
Speaker: Dieu Ngu, GIS/IT Consultant, San Diego LAFCo

Hear how LAFCos around the state stay abreast of the latest advancements in technology to maintain and improve their websites.

Thursday - March 31, 2016 continued

9:00 - 10:15 a.m.

Spreadsheets and Databases - How Excel and Access Can Work for You - Mandarin B

Moderator: Sandy Hou, Commission Clerk, Alameda LAFCo

PART I: Using Excel

Speaker: Mona Palacios, Executive Officer, Alameda LAFCo

PART II: Using Access

Speaker: Elizabeth Valdez, Secretary, Riverside LAFCo

10:15 - 10:30 a.m.

Lite Snack Break - Foyer A

10:30 - 11:45 a.m.

Breakout Sessions

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Purpose & Productivity: Building a Winning Team - Ballroom A

Moderator: Kris Berry, Executive Officer, Placer LAFCo

Speaker: Erin Gilhuly, President & Founder, CV Strategies

Speaker: Nick Janes, Broadcast Media, CV Strategies

Whether at a large or small LAFCo, the ingredients to building a winning team (whether it be within your own office or with external stakeholders) remain the same: strong, steady leadership; a clear, shared purpose and artful attention to relationship management. This interactive session will feature activities with real-time feedback, open dialogue and actionable information and insight. Through collaborative exercises, you'll identify the roles and needs of everyone on the team – and how to engage them effectively. You'll develop strategies for conflict resolution and learn about effective tools to build bridges between LAFCos and with other agencies. You'll come away with a refined understanding of the intricacies of developing stronger bonds in your office and across your LAFCo network.

Web 2.0 - Tips & Tricks to Improve Your LAFCo Website - Mandarin A

Moderator: Erica Blom, Administrative Aide, San Diego LAFCo

Speaker: Steven Salcido, Technology Manager, County of Orange

Speaker: Brendon Freeman, Executive Officer, Napa LAFCo

Learn how to enhance your LAFCo website with these tips and tricks from web experts.

Clerks 101 Plus - Mandarin B

Moderator: Sandy Hou, Commission Clerk, Alameda LAFCo

PART I: Basic Roles and Responsibilities of LAFCo Clerks

Speaker: Tamaron R. Lockett, Administrative Assistant, San Diego LAFCo

PART II: How New Laws Affect LAFCo Clerks

Speaker: Kara Ueda, Partner, Best Best & Krieger

Part I highlights the importance, scope, and critical roles and responsibilities of the LAFCo Clerk as a governmental agency clerk, with an emphasis on application processing timelines. Part II addresses how recent laws affect LAFCo clerks, including requirements for a public report on action and vote of each member in open sessions, agendaing CEQA documents, and cataloging information systems.

12:00 - 1:30 p.m.

Lunch - Ballroom C

1:45 - 3:00 p.m.

General Session - Ballroom A Building Trust

*Approved for 1.25
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Moderator: Brendon Freeman, Executive Officer, Napa LAFCo

Speaker: Cameron Moon, Client Partner, Government Services, FranklinCovey

This session will identify opportunities to build and increase trust in the interoffice and interagency relationships crucial to LAFCo's success. The discussion will describe how trust is not simply a "soft, social virtue," but a hard-edged, learnable skill that increases speed and enables teams to maximize performance.

3:00 - 3:15 p.m.

Lite Snack Break - Foyer A

3:15 - 4:15 p.m.

Breakout Sessions

*Approved for 1.0
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Legislation 101 - Ballroom A

Moderator: Carole Cooper, Assistant Executive Officer, Sonoma LAFCo
Speaker: Harry Ehrlich, Local Government Consultant, San Diego LAFCo
Speaker: Pamela Miller, Executive Director, CALAFCO

This session will address how the legislative approval process works in Sacramento including bill introduction, review by Legislative Counsel, consideration by committee, full house consideration, approval by the Legislature, and signature by the Governor. You will hear from two professionals experienced in the ways of Sacramento who will discuss how outside interests work to influence legislation, how CALAFCO represents LAFCos in Sacramento, and how individual LAFCos can influence outcomes in Sacramento.

*Approved for 1.0
AICP CM Credits*

California's Open Meeting Law: LAFCos and the Brown Act - Mandarin A

Moderator/Speaker: David Ruderman, Senior Counsel, Colantuono, Highsmith & Whatley
Speaker: Erik Conard, Deputy County Counsel, County of Los Angeles and Los Angeles LAFCo

This session explores the basics of the Brown Act, California's open meeting law, for those new to LAFCo as well as for experienced staff. Participants will also have the opportunity to sit as a LAFCo Commissioner during a mock Commission meeting as a means of working through common Brown Act challenges.

3:15 - 4:30 p.m.

Break - Foyer A

4:30 - 5:15 p.m.

General Session - Ballroom A Navigating the New CALAFCO Website

Speaker: Pamela Miller, Executive Director, CALAFCO

Curious to know what the new and improved CALAFCO website looks like? Come along with us as we unveil the fabulous new site. There will be an interactive demonstration on the new features and functionalities of the new site as we learn how easy it is to navigate. We will also take a peek into new developments being worked on to add later this year.

5:30 - 6:00 p.m.

CALAFCO Reception - Ballroom C

6:00 - 8:00 p.m.

CALAFCO Dinner and Jeopardy Game - Ballroom C

Friday - April 1, 2016

7:30 - 9:00 a.m.

Breakfast - Ballroom C

9:00 - 10:00 a.m.

General Session - Ballroom A

2015 LAFCo Legislation - How to Implement the Good, the Bad, and the Ugly

Moderator/Speaker: Pamela Miller, Executive Director, CALAFCO
Speaker: Kathy Rollings-McDonald, Executive Officer, San Bernardino LAFCo

Confused about how to implement the many laws passed in 2015 impacting LAFCo? Join us as we review the key changes to laws involving disincorporations (AB 851), fire service extensions (SB 239), open governance (SB 272), and mandatory water system consolidations (SB 88). We will explain the changes each bill makes and identify how they may impact your commission.

10:00 - 10:15 a.m.

Break - Foyer A

10:15 - 11:30 a.m.

General Session - Ballroom A

CALAFCO Organization and Legislative Updates

Moderator/Speaker: Pamela Miller, Executive Director, CALAFCO
Speaker: Steve Lucas, Executive Officer, Butte LAFCo
Speaker: Paul Novak, Executive Officer, Los Angeles LAFCo
Speaker: Keene Simonds, Executive Officer, Marin LAFCo

Join your CALAFCO staff and hear all the latest Association news as well as an up-to-the-minute legislative report on all bills of interest to CALAFCO.

11:30 a.m. - 12:00 p.m.

General Session - Ballroom A

Workshop Wrap-up
Moderator: Pamela Miller, Executive Director, CALAFCO

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Paul Novak
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SPECIAL THANKS

Workshop Host

Los Angeles LAFCo

Paul Novak, Executive Officer

June Savala, Deputy Executive Officer

And the entire LA LAFCo team of:

Amber De La Torre, Doug Dorado, Alisha O'Brien,
Michael Henderson and Patricia Wood

Program Committee Chair

Kris Berry, Executive Officer, Placer LAFCo
CALAFCO Deputy Executive Officer

Program Committee

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Bob Braitman, Carole Cooper, Doug Dorado,
Brendon Freeman, Sandy Hou, Rachel Jones,
Pamela Miller, Paul Novak, Alisha O'Brien,
David Ruderman, June Savala, Kate Sibley,
Joe Serrano, Patricia Wood

Thank You for Visiting
Los Angeles... Safe Travels!