

L A F C O M E M O R A N D U M

SANTA BARBARA LOCAL AGENCY FORMATION COMMISSION
105 East Anapamu Street ♦ Santa Barbara CA 93101 ♦ (805) 568-3391 ♦ Fax (805) 568-2249

May 7, 2015 (Agenda)

TO: Each Member of the Commission

FROM: Paul Hood *PLH*
Executive Officer

SUBJECT: **Report on 2015 CALAFCO Staff Workshop, Grass Valley– April 15-17, 2015**

This is an Informational Report. No Action is Necessary

The 2015 CALAFCO Staff Workshop was held on April 15-17, in Grass Valley. A copy of the program is attached for the Commission's review and information.

Staff will give a verbal report at the May 7, 2015, Commission meeting.

Please contact the LAFCO office if you have any questions.

**2015
CALAFCO
WORKSHOP
APRIL 15-17,
2015
HOSTED BY
NEVADA
LAFCo**

After the Gold Rush

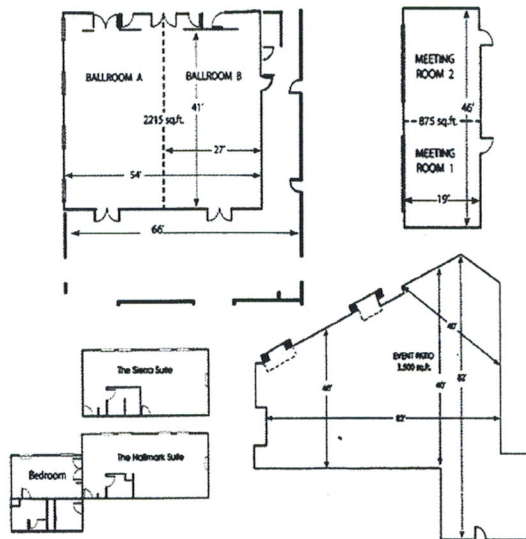


**Holiday Inn Express &
Grass Valley Courtyard Suites
Grass Valley, CA**

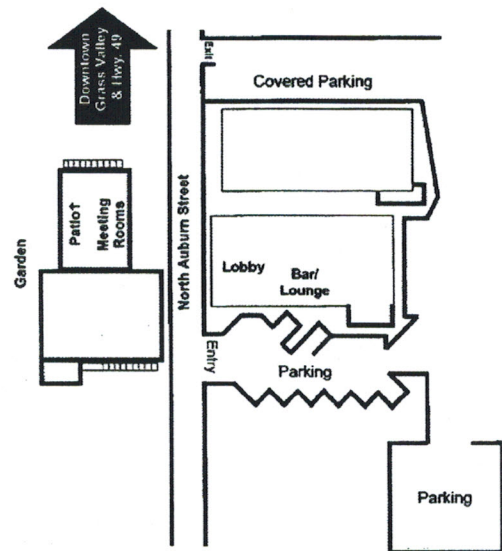


Facility Layout and Meeting Rooms / Workshop At-A-Glance

Holiday Inn Express



Courtyard Suites



Wednesday, April 15th

8:30 a.m. to 12:45 p.m.	Mobile Workshop – Bus loads at 8:15 a.m., departs at 8:30 a.m. – Meet in lobby at Holiday Inn Express
1:30 p.m. to 1:45 p.m.	Workshop Opening – Holiday Inn Express Ballrooms A/B
1:45 p.m. to 3:15 p.m.	General Session: Governor Brown’s Plans for Forging California’s Future – Holiday Inn Express Ballrooms A/B
3:30 p.m. to 5:30 p.m.	Roundtables: Staff/Associates, Clerks, Attorneys – Holiday Inn Express & Law Offices of P. Scott Browne
5:30 p.m. to 7:00 p.m.	CALAFCO Reception – Holiday Inn Express Patio

Thursday, April 16th

BREAKFAST - Holiday Inn Express & Grass Valley Courtyard Suites			
SESSION LOCATIONS	HOLIDAY INN - BALLROOMS A/B	HOLIDAY INN – MEETING ROOMS 1/2	COURTYARD SUITES
6:30 a.m. to 9:00 a.m.			
9:00 a.m. to 10:15 a.m.	BREAKOUT SESSION Spheres and CEQA – to EIR or Not to EIR – That is the Question	BREAKOUT SESSION Fiscal Health of Fire Protection Districts	BREAKOUT SESSION Fostering Meaningful Public Input in the LAFCo Process
10:15 a.m. to 10:45 a.m.	REFRESHMENT BREAK - Holiday Inn Express & Grass Valley Courtyard Suites		
10:45 a.m. to 12:00 p.m.	BREAKOUT SESSION Performance Measures Part I – Service Provisions and Financial Adequacy	BREAKOUT SESSION Getting to the Nitty Gritty of Consolidation Options	BREAKOUT SESSION How Websites are Managed Throughout the State
12:15 p.m. to 1:30 p.m.	LUNCH – Holiday Inn Express Patio		
1:45 p.m. to 3:00 p.m.	BREAKOUT SESSION Performance Measures Part II – Accountability and Transparency	BREAKOUT SESSION Reading and Understanding Public Agency Audits	BREAKOUT SESSION Improving Your Presentation Skills
3:00 p.m. to 3:30 p.m.	REFRESHMENT BREAK - Holiday Inn Express & Grass Valley Courtyard Suites		
3:30 p.m. to 4:45 p.m.	BREAKOUT SESSION Effectively Dealing with Difficult Behaviors	BREAKOUT SESSION Processing Applications, Start to Finish	BREAKOUT SESSION How LAFCos Utilize Outside Consultants
5:45 p.m. to 6:15 p.m.	CALAFCO Pre-Dinner Reception/beer tasting – Miners Foundry Cultural Center		
6:15 p.m. to 8:15 p.m.	CALAFCO Dinner – Miners Foundry Cultural Center		

Friday, April 17th

6:30 a.m. to 9:00 a.m.	BREAKFAST – Holiday Inn Express & Grass Valley Courtyard Suites
9:00 a.m. to 10:00 a.m.	General Session: Legislative Collaboration: A Panel Discussion – Holiday Inn Express Ballrooms A/B
10:15 a.m. to 11:15 a.m.	General Session: CALAFCO Organizational & Legislative Update – Holiday Inn Express Ballrooms A/B
11:15 a.m. to 12:00 p.m.	General Session: Debrief and Evaluation – Holiday Inn Express Ballrooms A/B

Workshop Special Information

Workshop Registration

Holiday Inn Express

Tuesday (4:00 p.m. – 6:00 p.m.)
Wednesday (7:00 a.m. – 4:00 p.m.)
Thursday (8:00 a.m. – 4:00 p.m.)
Friday (8:00 a.m. – 9:00 a.m.)

Mobile Workshop

Nevada Irrigation District
Empire Mine State Park
Wednesday, April 15, 2015*
8:30 a.m. – 12:45 p.m.

* Advanced registration and fee required

CALAFCO Reception

Holiday Inn Express Patio

Wednesday (5:30 p.m. – 7:00 p.m.)

Dinner on your own

**Thursday and Friday Breakfasts
Provided by:**

Holiday Inn Express
6:30 a.m. to 9:00 a.m.

AND

Grass Valley Courtyard Suites
6:00 a.m. to 9:00 a.m.

CALAFCO Lunch

Holiday Inn Express Patio

Thursday (12:15 p.m. – 1:30 p.m.)

CALAFCO Reception and Dinner

*Miners Foundry Cultural Center
Nevada City*

Thursday (5:45 p.m. – 8:15 p.m.)



After the Gold Rush



Special Thanks

Workshop Host

Nevada LAFCo
SR Jones, Executive Officer
Deborah Gilcrest, Clerk/Analyst
Kate Duroux, Assistant Clerk

Program Committee Chair

Paul Novak, Executive Officer, Los Angeles LAFCo
CALAFCO Deputy Executive Officer

Program Committee

Kris Berry, Danielle Bruce,
Carole Cooper, Alyssa Dronenburg,
José Henríquez, Steve Lucas,
Elena Medina, Pamela Miller,
Elliot Mulberg, Alisha O'Brien,
Mona Palacios, Joe Serrano,
Jennifer Stephenson, Elizabeth Valdez,
Linda Wilke, Oxana Wolfson, Patricia Wood

CALAFCO Staff

Pamela Miller, Executive Director
Jeni Tickler, Executive Administrator
Marjorie Blom, Executive Officer
David Church, Deputy Executive Officer
Steve Lucas, Deputy Executive Officer
Paul Novak, Deputy Executive Officer
Clark Alsop, Legal Counsel



8:30 a.m. - 12:45 p.m.

Mobile Workshop

Meet at Holiday Inn Express

Tour includes visits to:

Nevada Irrigation District's Scotts Flat Dam and Powerhouse and Empire Mine State Park featuring the Magenta Drain Restoration Project and Bourn Cottage

(Bus loads at 8:15 a.m. - departs promptly at 8:30 a.m.)

1:30 p.m.

Workshop Opening

Welcoming Remarks - *Holiday Inn Express Ballrooms A/B*

SR Jones, Executive Officer, Nevada LAFCo

Hank Weston, Nevada LAFCo Chair and Nevada County Supervisor

Jason Fouyer, Mayor, City of Grass Valley

Pamela Miller, Executive Director, CALAFCO

1:45 p.m. - 3:15 p.m.

General Session

Governor Brown's Plans for Forging California's Future

Holiday Inn Express Ballrooms A/B

Join us for a panel discussion of Governor Jerry Brown's priorities in his final term of office. Gain insights into the latest political issues, including the water bond, the state's relationship with local governments, infrastructure needs, water conveyance and supply, and local government financing options.

Speakers: Debbie Davis-Franco, Community and Rural Affairs Advisor and Local Drought Liaison, Governor's Office of Planning and Research
Katie Orr, Government Reporter, Capitol Public Radio
Fred Silva, Senior Policy Advisor, California Forward

Moderator: Marjorie Blom, Executive Officer, Stanislaus LAFCo

BREAK 3:15 p.m. - 3:30 p.m.

3:30 p.m. - 5:00 p.m.

Roundtables

Staff & Associates: Pamela Miller, Executive Director
CALAFCO

Holiday Inn Express Ballrooms A/B

Clerks: Sandy Hou, Commission Clerk, Alameda LAFCo
Kate Sibley, Executive Assistant/Clerk, Contra Costa LAFCo

Holiday Inn Express Meeting Rooms 1/2

Attorneys: Holly Whatley, Colantuano, Highsmith and Whatley

Law Offices of P. Scott Browne

5:30 p.m. - 7:00 p.m.

CALAFCO Reception

Holiday Inn Express Patio

Dinner on your own

Thursday, April 16th

BREAKFAST 6:00 a.m. – 9:00 a.m. @ *Courtyard Suites*
6:30 a.m. – 9:00 a.m. @ *Holiday Inn Express*

9:00 a.m. – 10:15 a.m.
Concurrent Sessions

Breakout Session: Spheres and CEQA – To EIR or Not to EIR – That is the Question – *Holiday Inn Express Ballrooms A/B*

This session will provide differing perspectives of the legal requirements and practical issues in complying with CEQA when LAFCo updates or amends an agency's sphere of influence. Hear different views of the varying approaches used by LAFCos, which range from no CEQA review to the preparation of a full Environmental Impact Report (EIR).

Speakers: Fernando Avila, Attorney, Best Best & Krieger
P. Scott Browne, Attorney, Law Offices of P. Scott Browne
SR Jones, Executive Officer, Nevada LAFCo
Moderator: Steve Lucas, Executive Officer, Butte LAFCo

Breakout Session: Fiscal Health of Fire Protection Districts – *Holiday Inn Express Meeting Rooms 1/2*

This session will identify common funding sources for fire districts and their limitations, and will describe the challenges that fire districts face in maintaining adequate and sustainable financing sources. We will also explore options to address financial challenges, provide successful and innovative approaches to obtain financing, and describe how financial considerations affect governance options.

Speakers: Steve Kovacs, Management Consultant, Professional Management Associates
Elliot Mulberg, Executive Officer, Solano LAFCo
Jennifer Stephenson, Co-founder & Principal, Policy Consulting Associates
Moderator: Oxana Wolfson, Co-founder & Principal, Policy Consulting Associates

Breakout Session: Fostering Meaningful Public Input in the LAFCo Process – *Courtyard Suites*

LAFCos review and process applications for boundary changes, sphere amendments, and outside service extensions, and also prepare municipal service reviews and special studies, any of which can generate substantial public interest. Because LAFCo is not typically understood by those outside the LAFCo world, confusion often results for members of the public who wish to participate. This interactive session will identify opportunities and strategies for LAFCos to improve the public engagement process.

Speakers: Patrick McCormick, Executive Officer, Santa Cruz LAFCo
Colette Metz, Planner and Project Manager, Planwest Partners
George Williamson, Principal Planner, Planwest Partners

BREAK 10:15 a.m. – 10:45 a.m. - *both locations*

10:45 a.m. – 12:00 p.m.
Concurrent Sessions

Breakout Session: Performance Measures Part I – Service Provisions and Financial Adequacy – *Holiday Inn Express Ballrooms A/B*

In a unique two-part session, this first session focuses on performance standards and measures used for assessing municipal services, how local agencies apply these measures, and how LAFCos can integrate them into the municipal service review process. We will use case studies and interactive dialogue to gain greater insight into performance standards.

Speakers: Howard Chan, Assistant City Manager, City of Sacramento
Preeti Hehmeyer, Senior Management Advisor, Management Partners
Moderator: Martha Poyatos, Executive Officer, San Mateo LAFCo

Breakout Session: Getting to the Nitty Gritty of Consolidation Options – *Holiday Inn Express Meeting Rooms 1/2*

The session will review options to consolidate public agencies and discuss how consolidation proposals can be initiated, methods of processing a consolidation, and factors and compatibility indicators to consider in determining appropriate options. Case studies will be used to demonstrate both successful and failed consolidations, examine situational factors, and discuss the benefits of successful consolidations.

Speakers: Stewart Gary, Lead Fire Services, Citygate Associates Fire & Emergency Services
David Roberts, Chief, El Dorado Hills Fire Department
Moderator: Elliot Mulberg, Executive Officer, Solano LAFCo

Breakout Session: How Websites are Managed Throughout the State – *Courtyard Suites*

A website is an essential element of a public agency's efforts to provide information to interested parties and the general public. This session will review how LAFCos create, maintain, and manage their websites, whether through "in-house" practices, outside assistance, or other methods.

Speakers: Brendon Freeman, Analyst, Napa LAFCo
Ben Legbandt, Project Manager, Orange LAFCo
Michelle McIntyre, Analyst, Solano LAFCo
Moderator: Joe Serrano, Analyst, San Bernardino LAFCo

LUNCH 12:15 p.m. – 1:30 p.m. - *Holiday Inn Express*

1:45 p.m. – 3:00 p.m.
Concurrent Sessions

Breakout Session: Performance Measures Part II – Accountability and Transparency – *Holiday Inn Express Ballrooms A/B*

Building on the previous focus of performance measures, this session will explore basic legal requirements and best management practices that can assist LAFCo staff in determining an agency's level of transparency and governance.

- Speakers: Jimmy MacDonald, Associate Legislative Representative, California Special Districts Association
Neelima Palacherla, Executive Officer, Santa Clara LAFCo
Kara Ueda, Partner, Best Best & Krieger
- Moderator: José Henríquez, Executive Officer, El Dorado LAFCo

Breakout Session: Reading and Understanding Public Agency Audits – *Holiday Inn Express Meeting Rooms 1/2*

In this session we will identify what is contained in an audit, what LAFCo staff should look for in an audit, and what LAFCos can expect to learn about a public agency from an audit. Join us as we learn how staff can use audit information to analyze the fiscal health of a public agency.

- Speakers: Andy Heath, Deputy County Executive Officer for Finance, Administration, and Budget, Placer County
Christy Norton, Certified Public Accountant, K•Coe Isom
- Moderator: Ben Legbandt, Project Manager, Orange LAFCo

Breakout Session: Improving Your Presentation Skills – *Courtyard Suites*

Speaking and presentation skills are essential for leaders, managers, and policy advocates. However, even a seasoned and prepared presenter can be derailed or stymied by ineffective communication. In this session, we will discuss the various aspects of making effective presentations and get tips for making presentations to diverse groups. In addition, we will learn about the dynamics of room set-up and how to effectively manage room logistics based on the audience and purpose of the presentation. This fun and interactive session is geared for both novice and veteran speakers.

- Speaker: Charlie Wilson, Director of Human Resources, County of Nevada

BREAK 3:00 p.m. – 3:30 p.m. – both locations

3:30 p.m. – 4:45 p.m.
Concurrent Sessions

Breakout Session: Effectively Dealing with Difficult Behaviors – *Holiday Inn Express Ballrooms A/B*

In this session we will identify different personality types, discuss techniques and strategies necessary to avoid conflict, and gain insight into how to more effectively respond and react to people in positive ways. We will also explore methods of handling challenging behaviors resulting from outside factors that we may be unaware of, such as sickness, the loss of a loved one, and domestic problems.

- Speaker: Dennis Timoney, Chief Risk Officer, Special District Risk Management Authority
- Moderator: Alisha O'Brien, Analyst, Los Angeles LAFCo

Breakout Session: Processing Applications, Start to Finish – *Holiday Inn Express Meeting Rooms 1/2*

In this interactive session, we will focus on the basic steps involved in processing applications and learn ways to manage the process efficiently.

- Speakers: Ben Legbandt, Project Manager, Orange LAFCo
Kate McKenna, Executive Officer, Monterey LAFCo
- Moderator: Elena Medina, Executive Assistant, Riverside LAFCo

Breakout Session: How LAFCos Utilize Outside Consultants – *Courtyard Suites*

LAFCo staff who have had varying experiences with consultants will address how their LAFCos identify, contract with, and use outside contractors to complete the review of an application, prepare studies and reports, and perform specialized services. Hear practical advice and tips for using consultants in an efficient and cost-effective manner.

- Speakers: Dunia Noel, Assistant Executive Officer, Santa Clara LAFCo
Mike Ott, Executive Officer, San Diego LAFCo
Lou Ann Texeira, Executive Officer, Contra Costa LAFCo
- Moderator: Joe Serrano, Analyst, San Bernardino LAFCo

5:45 p.m. – 6:15 p.m.

CALAFCO Pre-Dinner Reception – *Miners Foundry Cultural Center, Nevada City*

Three Nevada County award winning craft breweries have generously donated their products: FiftyFifty Brewing Company, Ol' Republic Brewery, and Three Forks Bakery & Brewing Co.

6:15 p.m. – 8:15 p.m.

CALAFCO Dinner – *Miners Foundry Cultural Center, Nevada City*

- Speaker: Andy Cassano, CEO, Nevada Engineering, Inc.

Friday, April 17th / Workshop Sponsors

BREAKFAST 6:00 a.m. - 9:00 a.m. @ Courtyard Suites
6:30 a.m. - 9:00 a.m. @ Holiday Inn Express

General Sessions
9:00 a.m. - 12:00 p.m.

9:00 a.m. - 10:00 a.m.

Legislative Collaboration: A Panel Discussion -
Holiday Inn Express Ballrooms A/B

Legislative staff from CALAFCO's partners at the California Special Districts Association (CSDA), California State Association of Counties (CSAC), and the League of California Cities will join the CALAFCO Executive Director to discuss legislative areas of common interest and concern.

Speakers: Kiana Buss, Legislative Representative, CSAC
Daniel Carrigg, Senior Director, Legislative Affairs, League of CA Cities
Jimmy MacDonald, Associate Legislative Representative, CSDA
Moderator: Pamela Miller, Executive Director, CALAFCO

BREAK 10:00 a.m. - 10:15 a.m.

10:15 a.m. - 11:15 a.m.

CALAFCO Organizational & Legislative Update -
Holiday Inn Express Ballrooms A/B

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.

Speakers: Marjorie Blom, Executive Officer, CALAFCO
Steve Lucas, Deputy Executive Officer, CALAFCO
Pamela Miller, Executive Director, CALAFCO

11:15 a.m. - 12:00 p.m.

Debrief and Evaluation -
Holiday Inn Express Ballrooms A/B

Moderator: Pamela Miller, Executive Director, CALAFCO

Thank you for visiting Grass Valley.
Have a safe trip home!



Special Thank You

CALAFCO and Nevada LAFCo wish to thank the Briar Patch Co-op for contributing the gift bags.

Workshop Sponsors

CALAFCO wishes to thank the Sponsors who make the Workshop possible. Their support ensures quality educational programming for our members.

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HONORARY SPONSOR

*Law Offices of
P. Scott Browne, Esq.*

CALAFCO GOLD ASSOCIATE MEMBERS



Workshop and Dinner Location/CALAFCO Board

Workshop Location

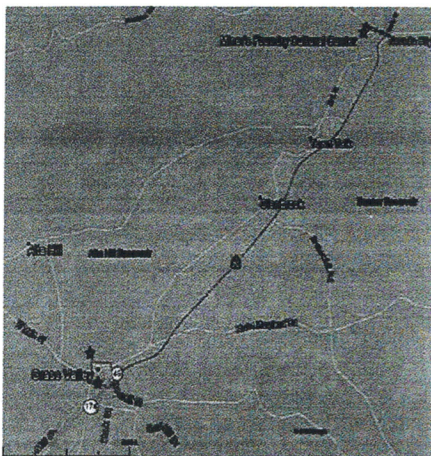
The estimated walk time between hotels is 5 minutes.

Shops and restaurants are located throughout downtown Grass Valley.



Dinner Location

April 16th
Miners Foundry Cultural Center
325 Spring Street, Nevada City.
Drive time is approximately 10 minutes.



Grass Valley to Miners Foundry Cultural Center:

- Merge onto CA 20 East/CA-49 North/North Golden Center Freeway.
- Drive approximately 4 miles to Nevada City.
- Take Broad Street Exit (Exit 186).
- Turn left on Broad Street.
- Turn left on Bridge Street.
- Turn right onto Spring Street.
- Miners Foundry Cultural Center will be on the left.

CALAFCO Board of Directors

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Vacant, Vice Chair
Gay Jones, Secretary
Josh Susman, Treasurer

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Larry Duncan
Butte LAFCo

Mary Jane Griego
Yuba LAFCo

Ricky Samayoa
Yuba LAFCo

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Jeni Tickler Executive Administrator
Marjorie Blom Executive Officer
Clark Alsop Counsel

David Church
Stephen Lucas
Paul Novak
Deputy Executive Officers

See you at the
CALAFCO Annual Conference
Sacramento at the Hyatt Regency
September 2 - 4, 2015

CONFLUENCE...



CALAFCO 2015 CONFERENCE
* SACRAMENTO *