



LEAGUE OF
**CALIFORNIA
CITIES**

CITY CLERKS NEW LAW AND ELECTIONS SEMINAR

Napa, CA

December 11-13, 2024



This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

WiFi Network: Cal Cities
Passcode: League24

WEDNESDAY, DECEMBER 11

9:00 a.m. - 5:30 p.m. | **Registration Open**
Carneros Prefunction

9:00 a.m. - 5:30 p.m. | **Premium Sponsor Tables Open**
Oakville Terrace

10:30 a.m. - 12:00 p.m. | **Opening General Session: Public Speaking: Get A's, Not Zzzzzz's!**
Carneros Ballroom



Since 2004, one-on-one public speaking coach Milo Shapiro, author of "Public Speaking: Get A's, Not Zzzzzz's!", has transformed hundreds of professionals into prepared, polished, and powerful speakers. In this playful, story-filled keynote, Milo will cover topics such as common ways that we alienate our audiences, taking control of Q&A, and more. Whether this topic gives you the chills or it's an area at which you excel, there will be valuable ideas from this 20-year member of the National Speakers Association.

Opening Remarks: Mitzi Ortiz, First Vice President, City Clerks Department and City Manager, Aliso Viejo

Keynote Speaker: Milo Shapiro, Public Speaking Skills Coach, PublicDynamics.com

12:00 - 1:30 p.m. | **Networking Luncheon**
Carneros Ballroom

1:30 - 3:00 p.m. | **How the Heck Do I Prepare a Request for Proposal and Evaluate Submissions?**
Carneros Ballroom

In this session, speakers will explore elements to include in a Request for Proposal that will receive qualified responses and lead to the best outcome. Learn how to evaluate the proposals submitted and select the best vendor for your city's needs.

Moderator: Johnnie Piña, Legislative Representative, League of California Cities

Speakers: Britt Avrit, City Clerk, Saratoga

Brenda R. Haggard, Assistant City Clerk, Elk Grove

Thy Merritt, Assistant City Clerk, Lake Forest

3:00 - 3:30 p.m. | **Exclusive Premium Sponsor Break**
Oakville Terrace

3:30 - 5:00 p.m. | **CPRA Compliance and Best Practices During an Election**
Carneros Ballroom

This session offers guidance on responding to California Public Records Act (CPRA) requests specifically related to election records. Understanding the nuances of CPRA compliance is essential for anyone involved in responding to CPRA requests for election-related documents. Key topics, such as the scope of the CPRA, the obligations of public agencies regarding public records requests, exemptions under the law, and best practices for timely and thorough responses will be addressed. There will be special emphasis on handling requests for election-specific records, including voter registration data, ballot information, campaign finance records, and more. Through this session, participants will develop a solid understanding of the legal framework governing public records in California and hone their skills in effectively managing CPRA requests in the context of election administration.

Moderator: Darren Ziegler, Director of PRA Services & E-Discovery Counsel, Best Best & Krieger LLP

Speaker: Jennifer Ransom, Municipal Analyst, Best Best & Krieger LLP

5:00 - 6:00 p.m. | **Joint Networking Reception with Fire Chiefs and Municipal Finance Officers**
Estate Cave

Make new friends and catch up with old ones while enjoying delicious appetizers and tasty no-host beverages during the evening networking reception. This joint reception is open to attendees from the Fire Chiefs Leadership Seminar, Municipal Finance Institute, and the City Clerks New Law and Elections Seminar. It's the perfect opportunity to form support networks inside and outside your profession.

THURSDAY, DECEMBER 12

8:00 a.m. - 4:00 p.m.	Registration Open Carneros Prefunction
8:00 a.m. - 5:00 p.m.	Premium Sponsor Tables Open Oakville Terrace
8:00 - 9:00 a.m.	Networking Breakfast Carneros Ballroom
9:00 a.m. - 12:00 p.m.	New Law and Election Update <i>Featuring remarks from Shirley N. Weber, Ph.D., California Secretary of State</i> Carneros Ballroom It's that time of year again. In this session, we will share highlights from the previous legislative session and discuss new bills related to open meetings, records, and more. We will also work to identify legislative solutions to future challenges in the profession, especially as it relates to elections. Prior to the session, join us for a fireside chat with Shirley N. Weber, Ph.D., California Secretary of State. Moderator: <i>Randi Johl, Department Director, City Clerks Department and Legislative Director/City Clerk, Temecula</i> Speakers: <i>Dane Hutchings, Founder + CEO, California Public Policy Group</i> <i>Donald Larkin, City Attorney, Morgan Hill</i> <i>Johnnie Piña, Legislative Representative, League of California Cities</i> <i>Andrew Shen, Senior Counsel, Renne Public Law Group</i> <i>Osa Wolff, Attorney, Shute, Mihaly & Weinberger LLP</i> <i>Darren Ziegler, Director of PRA Services & E-Discovery Counsel, Best Best & Krieger LLP</i>
12:00 - 1:30 p.m.	Networking Luncheon Carneros Ballroom
1:30 - 3:00 p.m.	Hate Speech in the Council Chambers: The 1st Amendment vs. The Freedom of Civility Carneros Ballroom Zoom bombings and even in-person antisemitism and hate speech have disrupted council meetings throughout the state. Join council members, a city manager, and a city attorney who have experienced this and navigated their way through. What can be done, and what has to be allowed under Freedom of Speech and the Brown Act? Speakers will discuss best practices, allowable approaches, and how to manage city business when hate speech threatens to disrupt council meetings. Moderator: <i>Tygarjas Bigstych, Former Mayor, Pacifica</i> Speakers: <i>Bill Ayub, City Manager, Ventura</i> <i>Denise Bazzano, Partner, Burke, Williams & Sorensen, LLP</i> <i>Kevin Wilk, Council Member, Walnut Creek</i>

MMC/CMC Credit

3 MMC Advanced Education/Professional and Social Contribution Points and CMC Education/Experience points will be available with completed learning assessment. All sessions are eligible for both MMC and CMC points unless otherwise noted.

At the beginning of each session, please scan your badge at one of the available kiosks.

THURSDAY, DECEMBER 12

3:00 - 3:30 p.m.

Exclusive Premium Sponsor Break
Oakville Terrace

3:30 - 5:00 p.m.

Empowering New Leaders: Essential Strategies for Effective Council/Board Member Onboarding
Carneros Ballroom

This session will equip you with essential knowledge and strategies for effectively onboarding newly elected and appointed council/board members. Proper onboarding is crucial for ensuring a smooth transition into public office, fostering effective governance, and upholding legal compliance and ethical standards. Gain invaluable insights from two experienced city clerks who will share best practices, practical tips, and proven approaches to assist you in helping new council/board members understand their roles with confidence and clarity. Learn how to support them in their transition, integrate new members onto the board, and enhance their effectiveness.

Moderator: Ashton R. Arocho, President, City Clerks Department and City Clerk, Westminster

Speakers: Mindy Cuppy, City Clerk, Sacramento

Stacy Leitner, City Clerk/Executive Assistant, Rancho Cordova

2024 - 2025 City Clerks Department Officers

President, Ashton R. Arocho
City Clerk, Westminster

First Vice President, Mitzi Ortiz
City Manager, Aliso Viejo

Second Vice President, Marc A. Donohue
Government Services Director/City Clerk, Eastvale

Department Director, Randi Johl
City Clerk/Legislative Director, Temecula

Past President, Jessica Blair
Communications Director/City Clerk, Half Moon Bay

FRIDAY, DECEMBER 13

8:00 - 10:30 a.m.

Registration Open
Carneros Prefunction

8:00 - 9:00 a.m.

Networking Breakfast
Carneros Ballroom

9:00 - 10:30 a.m.

The Circus Comes Back to Town: Municipal Elections
Carneros Ballroom

In addition to managing biennial general elections for elected officers, many cities also oversee special elections to address vacancies in elected positions and various ballot measures. These can include initiatives, referenda, recalls, tax measures, and other voter-approved changes to local laws. A significant issue that arises is what public officials may and may not do at election time (e.g., campaigning versus educating the public). This session will provide an overview of the municipal election process, including a look at less common types of local elections.

Moderator: Ashton R. Arocho, President, City Clerks Department and City Clerk, Westminster

Speaker: William James Priest, Attorney - Of Counsel, Best Best & Krieger LLP

10:45 a.m. - 12:00 p.m.

Utilizing Political Astuteness to Bridge the Divide Between Public Servants and Elected Officials
Carneros Ballroom

How do clerks, the personification of neutrality in many agencies, navigate the messy and ever-moving waters of politics? When securing funding, staff, and support for projects, clerks often need to work within the realm of politics without becoming political. In this session, panelists will discuss the different approaches elected/appointed officials and staff take to understand and solve issues. Panelists will discuss the key skills clerks need to enhance their political awareness and share strategies for acquiring the knowledge and experience required to navigate challenging situations successfully.

Closing Remarks: Ashton R. Arocho, President, City Clerks Department and City Clerk, Westminster

Speakers: Britt Avrit, City Clerk, Saratoga

Kookie Fitzsimmons, Council Member, Saratoga

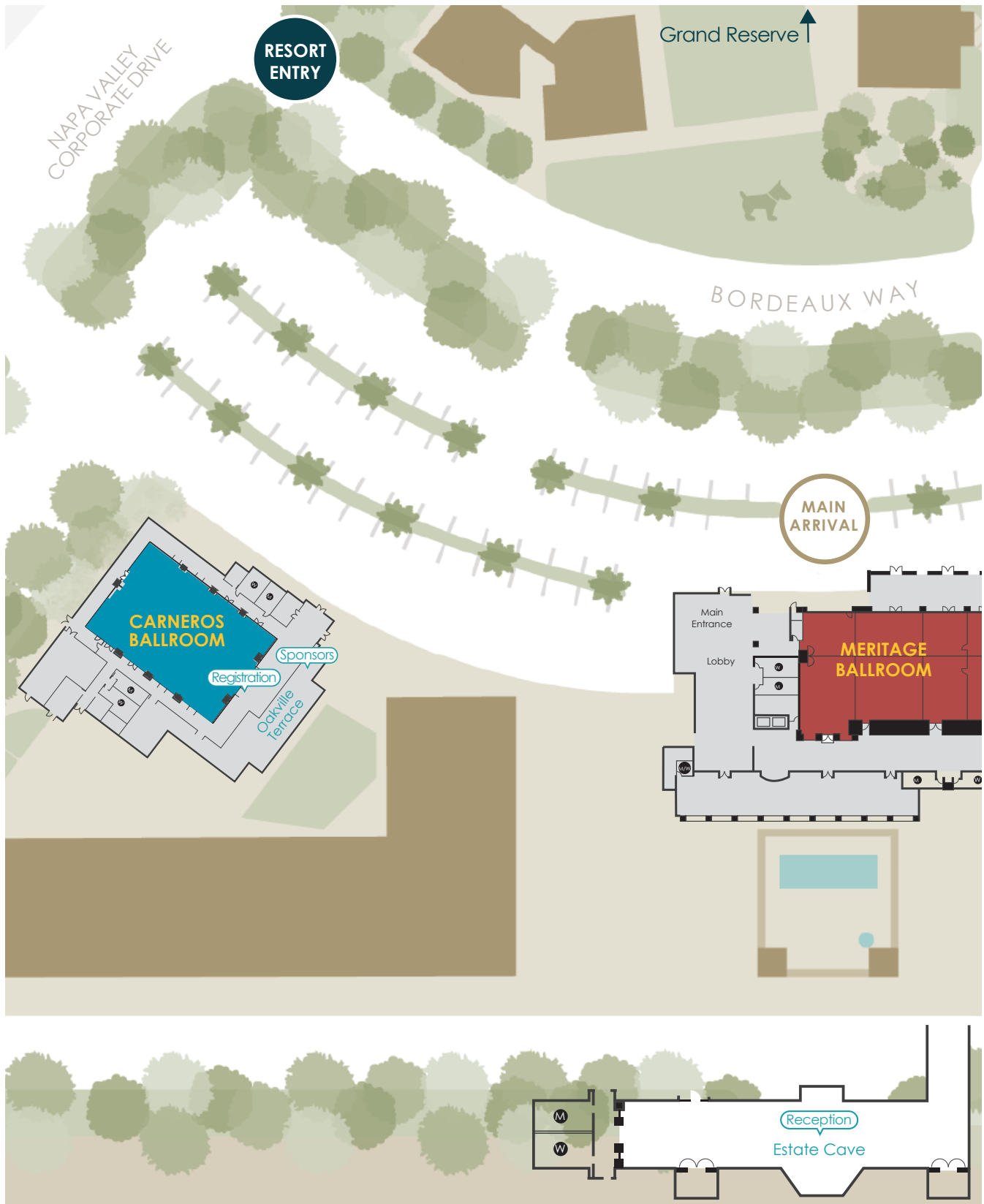
Jennifer Woodworth, City Clerk, Hollister

SHARE YOUR
THOUGHTS!

Send us your feedback
on the Seminar by
scanning this QR code.



FLOOR PLAN



SAVE THE DATES:

2025 ANNUAL CONFERENCE AND EXPO
OCTOBER 8-10 | LONG BEACH CONVENTION CENTER

2025 CITY CLERKS NEW LAW AND
ELECTIONS SEMINAR
NOVEMBER 12-14 | WESTIN BONAVENTURE, LOS ANGELES



LEAGUE OF CALIFORNIA CITIES

1400 K Street, Suite 400, Sacramento, CA 95814
www.calcities.org