



Welcome!

Feb. 1-3, 2023 ◆ Universal City, CA

# New Mayors and Council Members ACADEMY



## WEDNESDAY, FEB. 1

- 8:00 a.m.-5:00 p.m. | **Registration Open**
- 7:30-9:00 a.m. | **Networking Breakfast**
- 9:00-11:00 a.m. | **Harassment Prevention Training for Supervisors and Officials (AB 1661)**  
 This informational and interactive workplace harassment prevention training will focus on current and emerging issues, and teach officials and supervisors how to identify, prevent, and properly respond to workplace harassment, discrimination, retaliation, and abusive conduct in order to avoid personal and agency liability in compliance with AB 1825, AB 2053, AB 1661 and SB 396. Sign-in will begin 30 minutes prior to the session and you must be present for the full two hours to receive the certification of attendance. Entry will be prohibited once the session begins.  
*The Institute for Local Government is a State Bar of California minimum continuing legal education (MCLE) approved provider and certifies this activity meets the standards for MCLE credit by the State Bar of California in the total amount of 2 hours (general credits). Provider #13881*
- 11:30 a.m.-12:30 p.m. | **Your Cal Cities and How To Use It**  
 As a city official, you are the League of California Cities. Meet the Cal Cities leadership team and learn about the organization's mission and structure, the advocacy and educational tools Cal Cities provides, and how you can get the most out of your membership.
- 12:30-1:30 p.m. | **Networking Luncheon with your Divisions**  
 Take this opportunity to sit with members of your regional division and meet your Cal Cities Regional Public Affairs Manager.
- 1:45-3:15 p.m. | **Developing an Effective City Council and City Manager Team: The Key to Good Governance and City Success**  
 Successful communities require highly effective governance and management, key to which is a positive city council/city manager working relationship guided by good, open communication. This session will help you to better appreciate the roles that the city council governing body, individual council members, and the city manager fulfill in a successful working relationship based on effective communication and sound governance practices.
- 3:30-5:00 p.m. | **Your Legal Powers and Obligations; Open Government and Conflicts of Interest**  
 You were elected to make things happen in your city. Learn the breadth and limitations of your powers as a city official. Then, acquire a basic understanding of the legal authorities and restrictions under which cities and city officials operate, with a focus on open government laws, such as the Brown Act and the Public Records Act, and laws pertaining to conflicts of interest.

*\*Sessions/Speakers are subject to change\**

## THURSDAY, FEB. 2

7:00 a.m.-5:00 p.m.	Registration Open
7:30-9:00 a.m.	Networking Breakfast
7:45-9:45 a.m.	<p><b>Understanding Public Service Ethics Laws and Principles (AB 1234)</b> State law requires elected and appointed officials to receive two hours of training in specified ethics laws and principles every two years. Newly elected and appointed officials must receive this training within one year of becoming a public servant. Join a panel of experts as they help navigate the ethics laws and principles. Sign-in will begin 30 minutes prior to the session and you must be present for the full two hours to receive the certification of attendance. Entry will be prohibited once the session begins.</p> <p><i>The Institute for Local Government is a State Bar of California minimum continuing legal education (MCLE) approved provider and certifies this activity meets the standards for MCLE credit by the State Bar of California in the total amount of 2 hours (general credits). Provider #13881</i></p>
10:00-11:00 a.m.	<p><b>Policy Role in Land Use Planning</b> Land use planning is one of the most important parts of a city official's responsibilities due to the long-term impacts it can have on a community's environment, economic vitality, and the physical health of its residents. Learn about tools and processes in land use planning, such as the general plan, zoning, and the California Environmental Quality Act, as well as the role of regional agencies and the state. This knowledge will help you foster a solid working relationship with your city's planning commission and planning staff.</p>
11:15 a.m.-12:30 p.m.	<p><b>Effective Advocacy and Key City Issues</b> Meet the League of California Cities' legislative team and learn about the 2023 Cal Cities Action Agenda, legislative calendar, and trending issues in the Legislature. The Cal Cities team will also share ideas for establishing practical skills to develop persuasive arguments and testimony that will serve your city's interests.</p>
12:30-1:30 p.m.	Networking Lunch
1:45-3:15 p.m.	<p><b>An Irregular Meeting of the City Council of Dysfunction Junction: The Do's and Don'ts of Conducting a Public Meeting</b> Enjoy a popular depiction of a city council meeting gone awry and learn from its mistakes.</p>
3:30-5:00 p.m.	<p><b>Social Media/Digital Communications and Civic Engagement</b> With constant advancements in social media over the last several years, it can be hard to keep up with the "do's and don'ts" of every platform. Moreover, as misinformation increases, elected officials need to be quick on their feet and have the necessary skills to proactively manage public perceptions about local governmental affairs. Discover what cities should be doing to communicate with their constituents in the 21st century, and the rules that elected officials must follow.</p>
5:15-6:15 p.m.	<p><b>Legislative Reception</b> <i>Planned with League Partners</i> Take this opportunity to network with your peers from throughout the state after a full day of educational sessions. Assembly Members and Senators from throughout the state are invited to attend.</p>

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## FRIDAY, FEB. 3

7:30-11:00 a.m.	Registration Open
8:30-10:00 a.m.	<b>Financial Responsibilities, City Revenues Workshop <i>(Part 1)</i></b> Learn about your responsibilities as an elected official when exercising fiduciary accountability and transparency in open government. In this enlightening conversation, discuss the local government financial cycle, elected official financial oversight duties, and state and local funding relationships, and the four stages of fiscal meltdown. Plus, learn how to be a better leader by discovering how to avoid micromanagement and manage complacency. The importance of structurally balanced budget tips for setting city council goals and the need for financial policies will be stressed during this session.
10:15-11:45 a.m.	<b>Financial Responsibilities, City Revenues Workshop <i>(Part 2)</i></b> Learn about your responsibilities as an elected official when exercising fiduciary accountability and transparency in open government. In this enlightening conversation, discuss the local government financial cycle, elected official financial oversight duties, and state and local funding relationships, and the four stages of fiscal meltdown. Plus, learn how to be a better leader by discovering how to avoid micromanagement and manage complacency. The importance of structurally balanced budget tips for setting city council goals and the need for financial policies will be stressed during this session.
11:45 a.m.-noon	Closing Remarks

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