



**Northern California City Clerks Association (NCCCA)**  
**Division/Business Meeting**  
**Friday, November 13, 2009**

**HOST CITY:** City of Chico

**WHEN:** Friday, November 13, 2009

**WHERE:** City of Chico, Municipal Building  
441 Main Street  
Chico, CA 95928  
(530) 896-7251  
(Please refer to [www.mapquest.com](http://www.mapquest.com) for driving directions)

**BOARD MEETING** 8:00 a.m. – 8:45 a.m.

**REGISTRATION:** 8:30 a.m. – Continental Breakfast with pastries, coffee, teas, and juice

**PROGRAM:** 9:00 a.m. – 3:00 p.m.

*“The Rewards of Investing in Your City’s Boards and Commissions”*

Presenter: Debbie Presson, CMC, City Clerk for the City of Chico  
**See attached flyer for information on the presentation**

**LUNCH & BUSINESS MEETING:** 12:30 p.m. – 1:30 p.m.

**IIMC Credits (1 point CMC/MMC; 6 hours re-certification)**

**(Detach and mail portion below with your check for \$40 or \$25, made payable to NCCCA)**

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**BUFFET LUNCH:** Assorted Quiche, Soups and Salads

**DEADLINE:** **Monday, November 9, 2009.** No cancellations after that date.  
*Reservations made and not canceled by stated deadline will be billed.*

\_\_\_\_\_ I will attend the NCCCA meeting and luncheon. Enclosed is my check for \$40 per person.

\_\_\_\_\_ I will attend the NCCCA meeting but will not eat lunch. Enclosed is my check for \$25 per person.

\_\_\_\_\_ I will attend the meeting and will pay at the door: (*circle one*) \$40 to include lunch **OR** \$25 for the meeting only.

Name/Title: \_\_\_\_\_

City: \_\_\_\_\_

Email: \_\_\_\_\_

New City Clerk \_\_\_\_\_ First Meeting \_\_\_\_\_

Mail to: Debbie Presson, CMC  
City Clerk  
City of Chico  
411 Main Street  
Chico, CA 95928  
WK: (530) 896-7251  
FAX: (530) 896-7298

## **Purpose of the Course**

- Provide local agencies with various tools and ideas on how to conduct an in-depth analysis of staff costs associated with providing support to boards and commissions and the effectiveness of these advisory bodies and based on that information, develop a training program to implement efficiencies. Cities throughout California are being faced with severe fiscal impacts. Because of this, public agencies are carefully scrutinizing all level of services being provided, procedures and processes used to provide these services and developing new ideas that might free up limited resources.

## **Major Topics**

- How to carefully evaluate each board, commission or committee in order to determine costs associated with allocated staff time.
- Review the purpose and mission of your advisory bodies in order to provide recommendations regarding disbanding or restructuring.
- Evaluate your recruitment process in order to make recommendations regarding possible changes.
- Implement biennial work plans, that once approved, help guide the Commission in its work, keeping the focus on priorities set by the elected officials.
- Implement a mandatory training session for all newly appointed commission members, along with staff liaisons, that provides an overview of the following areas:
  - City's Organization/Structure
  - Brown Act Requirements
  - Roles and Responsibilities of Commissioners
  - Roles and Responsibilities of Staff members
  - Team Building
  - Work Plan Overview
  - Ethics Training/Code of Ethics Discussion
  - Effective Meetings

## **Learning Outcomes**

- Attendees of this session will be able to provide carefully thought-out recommendations to the Council regarding possible changes to the current structure of their commissions. The process affords the elected body and staff the opportunity to honestly evaluate the need, the costs, and the benefits of each advisory body. Training materials will include: (1) review worksheets for determining staff costs, (2) report samples forwarding the results of review to the Council; work plan guidelines; commission training materials, and a commission handbook

## Suggested Hotels in Chico....

### Oxford Suites



2035 Business Lane, Chico  
(530) 899-9090  
<http://www.oxfordsuiteschico.com/>  
Discounted rate for NCCCA  
members \$84.00

**Driving Northbound on Hwy 99** - Exit East 20th Street, turn right on East 20th, take first immediate right, proceed 1/8 of a mile, hotel located on left.

**Driving Southbound on Hwy 99** - Exit East 20th Street at light turn left/across overpass/ take first immediate right to frontage road to north bound 99, proceed 1/8 of a mile, hotel located on left.

#### Training Session - Friday, November 13, 2009

Directions to Old Municipal Building from Oxford Suites  
Hwy 99 North to Hwy 32 exit (your first exit)  
Take 32 West (second signal, left turn) which is also 8<sup>th</sup> Street  
Take 8<sup>th</sup> Street to Main Street and make a right. Make a right on 5<sup>th</sup> Street down a half block and turn left into the City Hall Parking Lot.  
Old Municipal Building is on the corner of 5<sup>th</sup> Street and Main Street (441 Main Street).

### Marriott Courtyard



2481 Carmichael Drive,  
Chico  
(530) 894-6699  
<http://www.marriott.com/hotels/travel/ciccy-courtyard-chico/>

Discounted rate for  
NCCCA members \$84.00

**Driving Northbound on Hwy 99** - Exit Park Avenue, make a left and go up over highway, make a right at first light and follow the road down to the Marriott parking lot.

**Driving Southbound on Hwy 99** - Exit Park Avenue, make a right at the first light and follow the road down to the Marriott parking lot.

#### Training Session - Friday, November 13, 2009

Directions to Old Municipal Building from Marriott Courtyard  
Hwy 99 North to Hwy 32 exit (your second exit)  
Take 32 West (second signal, left turn) which is also 8<sup>th</sup> Street  
Take 8<sup>th</sup> Street to Main Street and make a right. Make a right on 5<sup>th</sup> Street and turn left into the City Hall Parking Lot. Old Municipal Building is on the corner of 5<sup>th</sup> Street and Main Street (441 Main Street).

### Hotel Diamond



220 West 4<sup>th</sup> Street, Chico  
(530) 893-3100  
<http://www.hoteldiamondchico.com>

#### Training Session - Friday, November 13, 2009

Directions to Old Municipal Building from Hotel Diamond:  
Walking distance, two blocks.

Go east on 4<sup>th</sup> Street past Broadway to Main Street, turning right to the corner of 5<sup>th</sup> Street. If driving, continue past Main Street on 4<sup>th</sup> to the City Hall Parking Lot. Old Municipal Building is on the corner of 5<sup>th</sup> Street and Main Street (441 Main Street).

**Regular Rates Apply \$119 - \$139**