



# NCCCA NEWS

Northern Division of California City Clerks Association

VOLUME 2, ISSUE 1

MARCH 2010

### NCCCA Objectives:

Promote the interests of City Clerks, District Clerks and support staff.

Promote better municipal government through increased cooperation with other municipal officials.

Promote effective legislation on all levels for the professionalization of City Clerks, District Clerks and support staff.

Promote professional administration and improved standards of efficiency of City Clerk's offices.



### Highlights...

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## Division Member Spotlight...

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In our on-going efforts to connect and provide networking opportunities, the NCCCA newsletter will be bringing you information from many of the City Clerks or Clerks of the Board who you may not have had an opportunity to meet face-to-face. We would like to eventually feature all the cities within our division...so, please complete the PDF form that is attached to this newsletter and return it to our Newsletter Editor, Deborah Presson at [dpresson@ci.chico.ca.us](mailto:dpresson@ci.chico.ca.us). What a great way to showcase your department and also provide a valuable resource to other City Clerks! In this edition, we are also featuring five of our current NCCCA Board members so you can get to know your representatives as well!

Three towns or cities are being showcased in this edition... Shasta Lake, Paradise, and Milpitis. Mary Lavalle, City Clerk from Milpitis suggested showcasing the City Clerk Departments within our division... as it would never be possible to visit all city halls in Northern California, but maybe via the newsletter, we could get a glimpse of how each of us work! Pictures were suggested as well... either of the departments or City Hall, etc.

### City of Shasta Lake

Population: 11,000  
General Law City

### Toni M. Coates City Clerk



Toni is elected and reports to the City Manager. She is part of the Management Team.

### Toni's responses...

What do you see as the most important aspect of your position as a City Clerk?

*"I feel it's really important for me to be mindful of the workloads of our various city departments and to be understanding and helpful during the agenda packet preparation process. All of our departments are busy, so I try to be helpful to them as well as the public."*

Favorite aspect of being a City Clerk or the favorite activity of your department and why.

*"Making everybody look good. We have really great employees with a real passion for what they do, so I like to make sure they look good. I carefully read and edit all agenda items and assure that our Council receives information promptly and are well informed so that they look good too. I'm proud of all we have accomplished since incorporation in 1993 and enjoy representing the city in my position."*

Specialized or additional duties that may be unique to your department or city?

*"I serve as administrative support for our City Manager. Fortunately, she is a very hands-on manager and does most of her own administrative duties, but we communicate with each other throughout the day-to-day operations."*

What is your greatest challenge at this time? (For example, staffing, budget deficit, positions being eliminated, agenda deadlines, etc!)

*"Agenda deadlines seem to always be a challenge. As a small city with limited revenues, we have always run a lean operation. Like most cities, current economic times means we are all doing more with less."*

# Division Member Spotlight... *continued from Page 1*



*Dina, Cheri & Joanna*

## Town of Paradise

Population: 26,408 General Law City

## Joanna Gutierrez

Town Clerk

Appointed by Council... Joanna reports directly to that appointing body and is a member of the Management Team.

### Staff Members:

Dina Volenski, Assistant Town Clerk  
*1.4 years*

Cheri Masse, Deputy Town Clerk  
*3.5 years*

### Joanna's thoughts...

What do you see as the most important aspect of your position as a City Clerk?

*"Providing accountability for the Council, the agency and the public through good records management practices."*

Favorite aspect of being a City Clerk or the favorite activity of your department and why.

*"Working with the information that the Council needs to make decisions for the electorate, as it provides an opportunity to see the "big picture" of how local government works for the citizens. (Creating agendas, compiling agenda reports, processing resulting documents and providing minutes."*

Specialized or additional duties that may be unique to your department or city?

*"Serves as the Public Information Officer in the Emergency Operations Center during declared emergencies."*

What is your greatest challenge at this time? (For example, staffing, budget deficit, positions being eliminated, agenda deadlines, etc!)

*"All of the above. The increasing lack of tax revenues available for local governments can be discouraging."*



# Division Member Spotlight... *continued from Page 2*

Mary Lavelle, City Clerk

Milpitis -Population: 70,000



*Mary Lavelle, Donna Biles and Rachelle Currie*

## Staff Members:

Donna Biles, Deputy City Clerk - *5 years*  
Rachelle Currie, Office Specialist - *9 years*  
Diane Navas, Office Assistant - *Less than a year*

Mary is elected and reports directly to the City Manager. She is a member of the Department Head Team and has held this position for five years.

## What do you see as the most important aspect of your position as a City Clerk?

*"Providing information to the community: to the elected officials, City staff, the media, and the public. All of the records and information maintained and distributed by the City Clerk's office keeps the wheels of democracy rolling on the local level. Clearly, administering elections on biennial basis also does that too."*

## Favorite aspect of being a City Clerk or the favorite activity of your department and why.

*"Enjoying the visiting babies who come in to apply for passport with their parents! It's joyful and makes a tough day lighter when you see a smiling baby or hear cooing outside my office. Also when residents visit us for one service, they gain the opportunity to learn about other aspects such as registering to vote, applying to serve on a Commission, or simply viewing the Council's meeting agenda."*

*Finally, we are fortunate to work in a beautiful environment in a new City Hall building with a view of grand, green hills to the east."*

## Specialized or additional duties that may be unique to your department or city?

*"Notary Public, Passport Application Services, Parking Citations - Admin. Hearing Officer, Document Processing Services (transcribing police reports and other documents)"*

## What is your greatest challenge at this time? (For example, staffing, budget deficit, positions being eliminated, agenda deadlines, etc!)

*"Continuing to "do more with less." When I began work here in 2005, there were 10 staff persons in the City Clerk's office. Soon, there were 8 and now there are 6. For the most part, we still provide the same services to the City Council, staff and public with all employees really doing their part in a kind and professional way every day. Milpitas is a terrific City to work for!"*

# NCCCA's March 19th Division Meeting...

**Host City:** St. Helena  
Where: The Culinary Institute of America at Greystone  
2555 Main Street  
St. Helena, CA 94574  
(707) 967-1010

Board Meeting: 8:00 - 8:45 a.m.  
Registration: 8:30 a.m. - *Continental Breakfast*

Plan on attending the March 19, 2010 Division meeting being held in the beautiful town of St. Helena. The City of St. Helena is located in the center of the world famous wine growing Napa Valley, 65 miles north of San Francisco. The area was settled in 1834 as part of General Vallejo's land grant. The City of St. Helena was incorporated as a City on March 24, 1876 and reincorporated on May 14, 1889.

The City from its inception has served as a rural agricultural center. Over the years, with the growth and development of the wine industry, the City has become an important business and banking center for the wine industry. The City also receives many visitors as a result of the wine industry and the area's scenic qualities. The main goal of the City is to maintain a small-town atmosphere and to provide quality services to its citizens.

The official population of the City of St. Helena as of January 1, 2005 is 6,006. It is a full service City and encompasses an area of 4 square miles. The City's General Fund Budget is approximately \$6.7 million and the City has an assessed valuation of \$1,031,356,008.



NCCCA Division Meeting Program  
9:00 - 12:00 p.m.

Presenting...

**Ethics, FPPC, Gift Policies and Requirements, AB 1234 and more!**

by

Michael Martello, Chair - City Attorney's FPPC Committee & Interim Town Attorney (Los Gatos)

**IMC Credits (.5 point CMC - Confirmed/MMC: 3 hours re-certification)**

## Lodging suggestions:

**El Bonita \$89 plus TOT\***

195 Main Street  
St. Helena CA 94574  
(707) 963-3216

*To get this discounted rate please mention the "Special City Clerk Conference."*

**Please note:**  
Reservation form attached to the newsletter!



**Lunch served by...**

**The Culinary Institute of America at Greystone**

**Vineyard Country Inn \$149 plus TOT\***

201 Main Street  
St. Helena, CA 94574  
(707) 963-1000

*\*Ask for Marissa Garcia and/or ask for the "City Clerk Conference Special."*

# Getting to Know Your Officers..



## ***Patrice Olds, CMC Walnut Creek NCCCA Chair***

### ***Brief description of your current position.***

I'm a one city gal, City Clerk for Walnut Creek for 4.5 years, Assistant City Clerk 1.5 years prior to that, in

local government at WC for 2.5 years before that so a total of eight and one half years at Walnut Creek, my only local government role. My City Clerk division has 2.5 FTE, City Clerk, Deputy City Clerk and part-time mail clerk. I report to the City Manager and am considered to be in the City Manager/General Government Department. Other than the core City Clerk duties (Legislative, Elections, Records Management) I also handle any protocol issues, tours of City Hall, events city-wide and for the city organization, and I seem to be sitting on a lot of technology related committees since we have led the charge on getting imaging and video into the city, by default I've become heavily involved in that.

### ***What do you do in your spare time (if you have any!)?***

Live in Pleasanton; married to Louis Olds, mother of three: oldest Andrew (26) Lt. in the Navy moving to Annapolis this spring; Brandon (24) a writer, currently living in Santa Barbara but relocating to the bay area this spring; and Liz (19) going to college and living at home with me (-; and my lovely dog Ripley a bouncy Australian shepherd. My spare time is taken up primarily with school; if I can pass Statistics and Probabilities this spring then I will get my AA in May and plan to go on to Cal State East Bay and pursue a liberal arts degree. I love going to school; but it doesn't leave time for much else.

I love to do weekend trips with my family also, discovering new places and stumbling across arcane facts and digging into history – we don't get to do this as often as I would like. I am a reader, have always been a reader, and when not in school my favorite thing is to curl up with a book that can transport me far away.

Thus my interest in the Athenian Dialogues – which we will be re-upping the California dialogues soon so stay tuned.

### ***Describe the most important element of your job that you love and why it is important to you.***

Feeling like I make a difference – that I, my office, really helps demystify local government for the public, and performs crucial steps in making sure good governance happens – that it happens transparently and results in a well-informed community. I take satisfaction in maintaining a low profile and being quietly competent. I think we are all difference-makers in this role. And I am proud to be working with such excellent, committed staff as we have the City of Walnut Creek. I have never had a career where the mission of the organization is married so well to the service that is performed and that is intrinsically satisfying.

### ***Why you wanted to become a NCCCA Board Member.***

Like many Clerks I've met over the years, I had no idea this role existed but I count my lucky stars every day that I was fortunate enough to be steered toward this by a wonderful mentor in the City who saw more in me than I saw in myself. The emphasis the CCAC organization places on ensuring that all clerks have access to trainings in order to increase their knowledge and expertise in the role; enhance their effectiveness within their organization; and find their own path to self-improvement through a commitment to life-long learning – really, really resonated with me. Because of speakers I heard, trainings I took advantage of, and examples of some outstanding clerks in California I was inspired to pursue finally going after my degree. I gained knowledge, competence, but more importantly confidence in myself through this organization and I want to give back in service to the organization (and therefore to all the clerks out there who are on the same path) for the immeasurable gifts I have received from them. Thank you CCAC!

## Officers, *continued...*

### **Lorrie Brewer, MMC** **Santa Cruz** **NCCCA Vice Chair** **- Legislation**



#### ***Brief description of your current position.***

My twenty plus years in local government began quite by accident, and was truly the "fault" of the 1989 Loma Prieta Earthquake. I had recently left my position with the law firm of Comstock, Yonts, Coyle and Black as a legal assistant to be a stay at home mom, and was home caring for my four month old son, Casey, when I learned that the City Manager's office could use some extra hands assisting with the aftermath of the disaster. I thought to myself that Christmas was coming, and we could use some extra money, so what the heck! Well, after working in temporary positions in the City Manager's office, the Parks and Recreation Department and then the Public Works Department, I became a "regular" employee in June of 1990, as the Office Supervisor, where I stayed until the position of Deputy City Clerk opened up in 1999. In 2007, after the retirement of the Leslie Cook (an outstanding City Clerk and wonderful mentor), Council appointed me to the position.

In addition to the regular duties of the City Clerk position, I am also the Public Information Officer for the Emergency Operation Center, a Department Head, and I am the Chair of the United Way Campaign of Giving. I am a department head, but our department also serves as reception for the City Manager and City Council. I am also starting a City Store, and we currently sell Mugs, Stainless Steel water containers and groceries bags with the City's logo. In addition to my involvement with the Northern California Clerk's Association, I sit on the City Clerk's Association of California on the Legislative Committee. As a community volunteer, I am a United Way Boardmember, Chair of the Leadership Santa Cruz County Alumni Association, and on the Leadership Santa Cruz County Board.

The City Clerk's Department in Santa Cruz has gone from ten employees to six since during my tenure. Some of the restructuring was necessary due to the streamlining of processes and the electronic era, and some were casualties of the economic climate. Still, we are a mean, lean fighting machine, and I believe the best department in the entire City – of course I may harbor a tiny bias. Our current structure is:

City Clerk  
Deputy City Clerk  
Records Coordinator  
2 1/2 Administrative Assistant I/II

### **NCCCA Board Members**

#### **Patrice Olds, CMC** Chair

[olds@ci.walnut-creek.ca.us](mailto:olds@ci.walnut-creek.ca.us)  
(925) 943-5819

**Lorrie Brewer, MMC**  
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**Rod Diridon, CMC**  
Past Chair  
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(408) 615-2220

## Officers, *continued...*



**Lorrie Brewer, MMC  
Vice Chair-Legislation  
Santa Cruz**

### ***Describe the most important element of your job that you love and why it's important to you.***

I know that this is going to sound weird, but I love the records management portion, especially since we have gone automated. I also enjoy the interaction with the elected officials. A few of my proudest accomplishments while in the City Clerk's Department, are the development of a Records Management Policy and Records Retention Schedules for the entire City, as well as the implementation of the SIRE Automated Agenda and WebCenter Imaging programs.

### ***Why you wanted to become a NCCCA Board Member.***

I have always been a joiner. I sit on various boards; United Way, Leadership Santa Cruz County and I Chair the Leadership Santa Cruz County Alumni Association. I just love to serve!!

### ***What do you do in your spare time?***

After the end of a twenty-one year marriage, and my son finally launched (after several "failures to launch"), I find myself discovering a whole new world out there, and in my spare time, which I have more of these days, due to furloughed Fridays and lots of freedom, I enjoy gardening, mosaics, entertaining, Giants games, and spending time with my family!

## ***NCCCA Program Chair - Jackie Rose, MMC - Los Gatos***



*Stephanie Angula, Deputy City Clerk and Jackie Rose, City Clerk*

### ***Brief description of Jackie's current position.***

My work career began with babysitting as a child and my first real job was working in the kitchen, cooking for the nuns who resided at Sisters of the Holy Name. I went on to work for a local restaurant called CB Hannegan's for 10 years and that followed by another local restaurant called Steamer's for another 10 years. I still cater special events as a hobby any time I can. My family purchased Los Gatos Meats and Smokehouse and I helped run the operation for almost 10 years and still help out on weekends. During the late 1990's our Elected Town Clerk had suggested that I come work for the Town Clerk Department as her Deputy Clerk. I started my public service career in 1999 as Deputy Clerk and became the Town Clerk Administrator in 2007.

My job as the Town Clerk is a very rewarding career. My Deputy Clerk Stephanie Angula and I run the office and provide support to our Manager, attorney, police, community development, and parks and public works departments.

### ***Why you wanted to become a NCCCA Board Member.***

I have completed one of my goals by receiving my Masters Municipal Clerk designation in 2009 and have pledged to help my fellow clerks to achieve the same! I love being part of the Board for the Northern California City Clerks Association. I have to admit I was a little nervous when I took on the responsibility, but I have met some great people and find my job as Program Coordinator very rewarding. It is my joy to continue to give back to the organizations that have helped me to achieve my MMC designation!

### ***What do you do in your spare time?***

I was born in Gilroy, California and moved to Los Gatos when I was 6 years old. I loved Los Gatos and my family still resides here. I am currently married to a wonderful engineer, Tom Bardin. I have 2 great step sons whom I love dearly from my late husband. I have 6 brothers and sisters and 10 nieces and nephews whom I love to spend my time with. I love the outdoors and most of all any place with a tropical atmosphere.

## Officers, *continued...*



*Vivian Chiu, Deputy City Clerk  
and  
Marian Handa, City Clerk*

### ***Brief description of current position:***

Marian Handa has over 25 years of experience in municipal government. She has served as the City Clerk for the City of San Leandro since 2002. In 2000, San Leandro's City Charter was amended to include a runoff requirement, and in February 2005, Marian conducted San Leandro's first-ever City Council runoff election and first-ever Citywide mailed ballot election. She has since conducted runoff elections in 2006 and 2008.

San Leandro is one of three cities in Alameda County with a runoff provision in its Charter. Marian represented San Leandro on a county-wide task force that worked on the implementation of Ranked Choice Voting (RCV) in Alameda County. The Secretary of State recently granted administrative approval for the use of Alameda County's RCV system, and San Leandro will be one of four cities in California to use RCV in 2010. Marian will have her hands full in the coming months, educating San Leandro voters about this new voting system.

A member of the International Institute of Municipal Clerks (IIMC) since 1998, Marian received her certification and the title of Certified Municipal Clerk (CMC) in November 2003, and is enrolled in the Master Municipal Clerk Academy. She served two terms as

### ***Marian Handa, CMC NCCCA Treasurer San Leandro***

Secretary of the Northern California City Clerks Association (NCCCA), and is currently serving her second two-year term as Treasurer. In 2008-09, Marian was the City Clerks Department appointee on the League of California Cities' Environmental Quality Policy Committee. She is currently a mentor for the City Clerks Association of California (CCAC).

Marian is a member of the League of Women Voters of the Eden Area (LWVEA), and served two years as Vice President. She has also volunteered as a tutor with San Leandro's Project Literacy for the past five years.

### ***What do you do in your spare time?***

A graduate of California State University, Hayward with a Bachelor's Degree in Human Development and minor in Business Administration, Marian enjoys a variety of extracurricular activities. When she's not "Clerking," Marian enjoys running, playing soccer, swimming, gardening, reading, cooking, listening to baseball on the radio (Go Giants!) and enjoying quiet time at home with Roger, her significant other. She has run five marathons, and is always training for the next one.

## Officers, *continued...*

**Mercy Cabel, CMC**  
**NCCCA Recording Secretary**  
**City of Martinez**



### ***Brief description of your current job...***

I am currently the Deputy City Clerk for the City of Martinez which has a population of 37,000. There is an elected City Clerk. I have a young lady who assists me with filing, agenda duplication, assembling, and distribution. I've been with the city for almost 27 years. I started in the Personnel Department. Along with the regular duties of the City Clerk's Office, I am also responsible for Records Management, and am currently a Notary Public. I also provide Spanish translation.

### ***What do you do in your spare time (if you have any!) and your interests outside of work?***

I enjoy spending time with my family; married with two wonderful teenage daughters. We enjoy spending time riding on our horses, boating on the Delta, and family camping trips.

### ***Describe the most important element of your job that you love and why:***

Enjoy assisting the general public because I find them interesting and many times we end up with a lasting friendship. I also enjoy problem solving, I find it satisfying. Being part of the team is also rewarding.

### ***Why you wanted to become a NCCCA Board Member.***

I felt I needed to participate and do something more for the organization that I have come to respect.



## **Don't forget the CCAC Annual Conference!**

April 28 - 30, 2010  
Ventura Beach, CA

The CCAC Board of Directors has been very busy planning for the Annual Conference in April, which will include two raffle drawings as well as the silent auction. This year there will be:

A fundraising raffle for MCEF – the prize is a Mexican Riviera cruise for two. Tickets will be mailed to each CCAC member to sell - \$5 per ticket or 6 tickets for \$25.

Division Basket Raffle – each Division is responsible for putting together a basket valued at \$150-\$250. Tickets for this raffle will also be mailed along with the MCEF Raffle Tickets. Cost for these raffle tickets will be \$1 each. **How can you help, you ask?**

Silent auction at the Conference. Please consider donating something for the silent auction. The donation form is available on the CCAC website (<http://californiacityclerks.org>). Please use the attached form when forwarding items for the Silent Auction!



Your ideas are welcome!

*You can make a difference!*

### OUR ORGANIZATION

*NCCCA is an Association comprised of highly qualified and dedicated professionals. We constantly seek to learn new things and implement programs that will not only help our communities but our organizations as well.*

*Many of you have created new procedures or adapted an existing one that better serves you with current situations. In the difficult fiscal times that we are all facing throughout the state... new ideas on how to free up limited resources are paramount to our success in maintaining the level of services that we provide. How can you help? We are asking you to share those ideas with the members of our Association so they too can benefit from your expertise. It is just another way of giving back or better yet... a way of mentoring others in our profession.*

*If you have something you would like to share, please contact Debbie Presson, NCCCA Newsletter Editor by calling 530-896-7251 or by emailing your information to her at the address listed below:*

[dpreson@ci.chico.ca.us](mailto:dpreson@ci.chico.ca.us)

*Your input is invaluable and your insight very welcome. Thank you so much!*

### Elevator Speech....

Watch for some great news regarding our Elevator Speeches coming from CCAC!



In the meantime, if you have prepared one and would like to share it with the other members of our Association... please submit it to Debbie Presson, Newsletter Editor at the following email address:

[dpreson@ci.chico.ca.us](mailto:dpreson@ci.chico.ca.us)

### NCCCA UPCOMING MEETING SCHEDULE

June 18, 2010 – Vallejo

#### TTC

June 2010 (Series 400) University of Riverside Extension Campus

#### CCAC Annual Conference

April 28-30, 2010

Ventura Beach, CA

#### Future IIMC Annual Conference

##### Cities & Dates

May 23-27, 2010 – Reno, Nevada

May 8-12, 2011 – Nashville, TN

May 20-24, 2012 - Portland, OR

#### League of CA Cities Annual Conference

September 15-18, 2010 - San Diego, CA

September 20-24, 2011 - San Francisco, CA

"How wonderful it is that nobody need wait a single moment before starting to improve the world."

- Anne Frank



## Professional Development Tip & News to Share...

### Recertification - CMC

At its 2009 Mid-Year Board Meeting, IIMC's Board of Directors voted to eliminate the IIMC's Recertification Program as of January 1, 2010. The decision was made in support of those growing numbers of members who have opted out of Recertification in lieu for the more prestigious Master Municipal Clerk (MMC) program, and to further support clerks who are content with remaining Certified Municipal Clerks (CMC).

For those who hold a CMC designation, the only thing needed to maintain this designation is **current** IIMC membership. Once a CMC designation is reached, the CMC will keep that title for the duration of their membership with IIMC. *There is no need to recertify.*

Since the elimination of the recertification requirement for CMCs, many of our members have asked what to do with those certificates that contain an expiration date. The answer to this question is: for those who have a CMC certificate with an expiration date, you will need to complete the Request for CMC Replacement form to obtain a certificate without an expiration date. The form is located on the IIMC website at <http://www.iimc.com/Education/Certification/CMC.shtml>.

For those who have been working towards CMC Recertification, please take note that Advanced Education work that would have been applicable towards Recertification can be applied to the MMC program. Additionally, if you have already completed Recertification, please note that each completed Recertification can earn 20 points of Advanced Education towards the MMC program, if so desired. Keep in mind that there is no time limit to complete the MMC Designation. You may simply gather your points as you earn them, and submit them once or twice yearly.

### MMC Program

There were some proactive changes made to the MMC program that went into effect on January 1, 2010, that may be of interest. Changes made to the MMC program can be found at: [http://www.iimc.com/Education/2010%20Changes%20to%20\(MMC\)%20Program.pdf](http://www.iimc.com/Education/2010%20Changes%20to%20(MMC)%20Program.pdf)

Article by:

Dawn G. Abrahamson,  
MMC,

Professional Development  
Director



If you are interested in the MMC program, please submit the Admission Application form and mail it to IIMC. The Application for Admission form can be found at: <http://www.iimc.com/Education/Certification/MMC.shtml>

The updated 2010 Education Guidelines can be found at: [http://www.iimc.com/Education/Edu\\_Summary.shtml](http://www.iimc.com/Education/Edu_Summary.shtml)

### PROPER FILING OF SUPPORTING DOCUMENTATION

When submitting an application for either CMC or MMC, you will be required to furnish various supporting documentation. Several examples of supporting documentation may include: a certificate of completion from an IIMC-approved Institute/Academy; a letter of reference from the HR Department verifying the duration, scope and nature of employment; a certificate of attendance from a State Association Conference (Annual CCAC Conference, Nuts & Bolts Workshop or New Law & Election Seminar), complete with hours of attendance; or a copy of official college transcripts.

It is **extremely** important that anyone working towards either CMC or MMC certification take the appropriate progressive actions to **maintain** and **retain** all certificates that you have received from attending any CCAC related education training, such as LTC, TTC, Nuts & Bolts, New Law & Election Seminars, Annual CCAC Conferences, and One-day Academies.

Verification of attendance to any and all CCAC-related education training and any and all Institute training is not maintained in a database. It is each member's responsibility to adequately track, maintain and retain this information. Certificates that are misplaced or lost will not be replaced. - *Cont'd on Page 12*

## Professional Development Tip & News to Share...

- continued from Page 10

If you do not receive your certificate within a reasonable time frame after the training has been conducted, please contact the party responsible for facilitating the training. For TTC or LTC, contact Institute Director Maureen Kane at [TTCwithkane@aol.com](mailto:TTCwithkane@aol.com) or [CEPOwithkane@aol.com](mailto:CEPOwithkane@aol.com). For all other CCAC education-related training, you may contact Dawn Abrahamson, Professional Development Director at [dabrahamson@fremont.gov](mailto:dabrahamson@fremont.gov)

The Professional Development Committee is here to assist you and is readily available to answer any questions or address any concerns that you might have.

### Scholarship Applications

Institute Scholarship Applications are now being accepted for the following CCAC LTC (Leadership Track for Clerks (CEPO)) and ITTC (Technical Track for Clerks) Institute Sessions:

#### **June 1, 2010 is the deadline to submit your application.**

#### **LTC (Leadership Track for Clerks (CEPO)), August 15-20 2010**

Location: La Casa de Maria  
800 El Bosque Road, Santa Barbara, CA  
Registration costs: **\$2,310**  
Registration: Register online at [www.cepoweb.com](http://www.cepoweb.com)  
Online course registration will be available  
Downloadable registration form is also available online  
Contact: Maureen Kane, (951) 789-8319;  
[CEPOwithKane@aol.com](mailto:CEPOwithKane@aol.com)

#### **TTC (Series 200), September 7-10, 2010**

Location: University of Riverside Extension Campus  
1200 University Ave., Riverside, CA  
Registration costs: \$1,220 (subject to adjustment)  
Registration: Opens Mid-July until session is full  
Contact: Maureen Kane, (951) 789-8319;  
[TTCwithkane@aol.com](mailto:TTCwithkane@aol.com)

The scholarship application, along with the policy, is attached. It is also available on the CCAC website at the following link:

[http://www.californiacityclerks.org/Scholarship\\_Information.87.0.html](http://www.californiacityclerks.org/Scholarship_Information.87.0.html)

#### **Professional Development Committee Members:**

Dawn Abrahamson, Professional Development Director (Fremont)  
Joann Tilton, Central PDR (Mantecca)  
Margaret Wimberly, Northern PDR (Brentwood)  
Pat Hammers, Southern PDR (Cathedral City)  
Lee Price, Mentoring Chair (San Jose)  
Nanci Lima, Central Division Rep. (Lemoore)

You may email your completed application (with an electronic or scanned signature) to me at:

[dabrahamson@fremont.gov](mailto:dabrahamson@fremont.gov)

Other options for submitting your application:

#### **Mail or Fax to:**

Dawn G. Abrahamson, MMC  
CCAC Professional Development Director  
c/o Fremont City Clerk's Office  
PO Box 5006  
Fremont, CA 94537-5006  
\*FAX: (510) 284-4061

\*NOTE: If you fax your application, there is no need to forward a hard copy via mail.

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*"Section 8 of Appendix III (see attached policy) explains how scholarships are paid to recipients. Section 9 outlines the procedure used for Division level scholarships in addition to the State scholarships."*



**Northern California City Clerks Association (NCCCA)**  
**Division/Business Meeting**  
**Friday, March 19, 2010**

**HOST CITY:** St. Helena, California – Delia Guijosa, CMC  
**WHEN:** Friday, March 19, 2010  
**WHERE:** The Culinary Institute of America at Greystone  
2555 Main Street  
St. Helena, CA 94574  
(707) 967-1010  
(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. – 12:00 p.m.

*The program will be geared to Ethics, FPPC, Gift Policies and Requirements, AB1234, and more!*

Presenter: Michael Martello, Chair, City Attorney's FPPC Committee, Interim Town Attorney (Los Gatos) and Company

**LUNCH & BUSINESS MEETING:** Business Meeting 12:00 p.m. – 12:30 p.m. and Lunch at 12:30 p.m.

**IIMC Credits (.5 point CMC - Confirmed/MMC; 3 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:** Hot Luncheon served at the Culinary Academy

**DEADLINE:** Monday, March 15, 2010. 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: Delia Guijosa, CMC  
City Clerk  
St. Helena  
1480 Main Street  
St. Helena, CA 94574-1854  
WK: (707) 967-2792  
FAX: (707) 963-7748



**SCHOLARSHIP APPLICATION**  
**CALIFORNIA MUNICIPAL CLERKS INSTITUTES**  
 Technical Track for Clerks - TTC  
 CEPO Leadership Track for Clerks – CEPO/LTC  
 CEPO Master Municipal Clerk Academy – CEPO/MMCA

**PLEASE PRINT OR TYPE**

1. Name (last name first): \_\_\_\_\_

2. Title: \_\_\_\_\_

3. Business Address \_\_\_\_\_

City \_\_\_\_\_ Zip code \_\_\_\_\_

Agency \_\_\_\_\_

Direct Phone: \_\_\_\_\_ ext. \_\_\_\_\_ email: \_\_\_\_\_

4. Number of prior LTC sessions attended \_\_\_\_\_ Number of prior MMC sessions attended \_\_\_\_\_

Number of prior TTC sessions attended \_\_\_\_\_

5. Have you received a scholarship before?

No  Yes If yes, what year? \_\_\_\_\_ What session? \_\_\_\_\_

6. Division: Northern Central Southern

7. CCAC member since: \_\_\_\_\_  
 (month/year)

8. Offices held in IIMC, CCAC, or Division

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. Served on the following Committees (identify if IIMC, CCAC or Division):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

10. Check the appropriate box for the session you are applying for:

November 1st Deadline	
<input type="checkbox"/>	February MMCA Session
<input type="checkbox"/>	March TTC Session
<input type="checkbox"/>	June TTC Session

June 1st Deadline	
<input type="checkbox"/>	August LTC
<input type="checkbox"/>	September TTC
<input type="checkbox"/>	

If awarded, the scholarship should be paid to the order of \_\_\_\_\_

**PLEASE COMPLETE THE FOLLOWING POINT STRUCTURE FOR YOUR APPLICATION:**

**POSITION: Minimum of one year required. Circle only one in this category that you currently hold:**

- A. City Clerk  
Assistant City Clerk serving under a City Manager with title of City Clerk.  
Chief Deputy City Clerk serving under a City Manager with title of City Clerk  
Deputy City Clerk serving under a City Manager with title of City Clerk  
(35 points) \_\_\_\_\_
- B. Deputy or Assistant City Clerk (25 points) \_\_\_\_\_
- C. Any position other than above (20 points) \_\_\_\_\_

**INSTITUTE SESSIONS ATTENDED (INSTITUTES ARE TTC AND LTC ONLY)**

Select only one category only

- A. Two or more – 30 points \_\_\_\_\_
- B. One – 25 points \_\_\_\_\_
- C. None – 0 points \_\_\_\_\_

**OTHER ITEMS**

- A. 1 point per year for CCAC membership (maximum 15 points) \_\_\_\_\_
- B. 1 point per year for IIMC membership (maximum 5 points) \_\_\_\_\_
- C. 1 point per year for officer in Division or State (maximum 10 points) \_\_\_\_\_
- D. 1 point for each State Conference attended (maximum 10 points) \_\_\_\_\_

**TOTAL OF ALL POINTS** \_\_\_\_\_

**SEND APPLICATION TO:** Dawn Abrahamson, MMC  
CCAC Professional Development Director  
City Clerks Association of California  
c/o 3300 Capital Ave., Bldg. A, Fremont, CA 94538  
Fax: 510-284-4061

I hereby submit this application for scholarship funding available for CCAC. I understand my application will be evaluated by the Professional Development Committee, based on scholarship policy established by CCAC.

I hereby certify under penalty of perjury under the laws of the State of California that the above-referenced information is true and correct to the best of my knowledge and any misinformation may result in the denial of said application.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Agency**

**To be completed by Professional Development Director**

**Date received:** \_\_\_\_\_ **Sent to Division on:** \_\_\_\_\_

**Granted on:** \_\_\_\_\_ **Denied:** \_\_\_\_\_

**Explanation for Denial** \_\_\_\_\_

**APPENDIX III - INSTITUTE SCHOLARSHIP POLICY**  
*CALIFORNIA MUNICIPAL CLERKS INSTITUTES*  
CEPO LEADERSHIP TRACK FOR CLERKS (LTC)  
CEPO MASTER MUNICIPAL CLERK ACADEMY – CEPO/MMCA  
TECHNICAL TRACK FOR CLERKS (TTC)

**The criteria for award of scholarships by the City Clerks Association of California (CCAC) are as follows:**

1. Applicant must be a member of CCAC for one year at the time of attendance at the LTC or TTC training session.
2. Applicant must have attained a minimum of 30 points. If there is a tie in points, tie breaker factors will include the length of CCAC membership, seniority of position held, length of municipal service, and professional organization activity.
3. Scholarships will be distributed to those with the highest number of points, and then in descending order.
4. A limit of one scholarship per person per fiscal year (CCAC's Fiscal Year is November 1-October 31) will be awarded unless uncommitted monies remain for such requested second scholarship.
5. Scholarships will be awarded up to 33% of the total cost (rounded to the nearest \$5 figure).
6. If an awardee is unable to attend the session for which the scholarship was granted, the scholarship may be utilized at another session held within the same fiscal year (CCAC's Fiscal Year is November 1-October 31).
7. Deadlines for submitting applications are November 1 for the February, March, and June sessions, and June 1 for the August and September sessions.
8. Attendees will pay in advance for that portion which will be paid by CCAC. The Institute Directors will verify attendance at the sessions and notify the Professional Development Director. The Professional Development Director will notify the Professional Development Representatives and the CCAC Treasurer. The CCAC Treasurer will reimburse the attendees or their cities, as appropriate, directly for scholarships.
9. CCAC forwards all applications to the appropriate division for consideration of a scholarship from the division. This application is the only application that is approved by the CCAC Executive Board for scholarship consideration from the State and Division levels.

MAIL, EMAIL, OR FAX YOUR APPLICATION TO STATE PROFESSIONAL DEVELOPMENT DIRECTOR ONLY. A COPY WILL BE SENT TO YOUR DIVISION PRESIDENT FOR YOU. THIS WILL AVOID DUPLICATION AND CONFUSION.

Mail to: Dawn Abrahamson, MMC  
CCAC Professional Development Director  
City Clerks Association of California  
c/o 3300 Capital Ave., Bldg. A, Fremont, CA 94538  
Fax: 510-284-4061

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