



# NCCCA NEWS

Northern Division of California City Clerks Association

VOLUME 2, ISSUE 4

June 2011

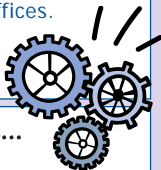
## NCCCA Objectives:

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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"Fortune favors the brave."

- Publius Terence

## Upcoming Division Meeting...

### Civil Discourse... Is It Possible?

The June 24th NCCCA Division meeting is being hosted by the Town of Paradise and the City of Chico and held in the Old Municipal Building in downtown Chico. Reservations are still being accepted, so please email Debbie Presson at [dpresson@ci.chico.ca.us](mailto:dpresson@ci.chico.ca.us) in order to save a spot.

This informative and interactive session is centered around public discourse seen at public meetings and to hear about a partnership between the City of Chico and Chico State University called "The Great Debate." The Great Debate is part of the First Year Experience Program at the University and is geared toward restoring civility in public meetings. After three semesters, results will be shared as to the impacts that this program has had on the students and the community. Professors from the University, as well as the Chico Assistant City Manager and City Clerk will present the program.

Following the presentation, City Clerks will discuss and consider their role in public discourse; identify ways that they could perhaps assist citizens on how to approach their elected representatives; and identify tools that might help others navigate the process when accessing their local government.



## It is not too late to register for the upcoming NCCCA Division meeting on June 24, 2011, hosted by the Town of Paradise and the City of Chico!



IIMC approved for 2.75 hours and approved for 1 CMC Education point per 4 in-class contact hours or 1 MMC Advanced Education point per 4 in-class contact hours.

...continued on Page 2

# Division Meeting ... continued from Page 1

Registration Form is included in the back of the newsletter!

## Suggested Hotels in Chico...

### Oxford Suites



2035 Business Lane, Chico  
(530) 899-9090

<http://www.oxfordsuiteschico.com/>

Government 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, June 24, 2011

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 or Residence Inn

**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, June 24, 2011

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).



2481 Carmichael Drive,  
Chico

(530) 894-6699

<http://www.marriott.com/hotels/travel/ciccy-courtyard-chico/>

Government rate for NCCCA members \$84.00

### Hotel Diamond



220 West 4<sup>th</sup> Street, Chico  
(530) 893-3100

<http://www.hoteldiamondchico.com>

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 - \$125

## City Clerk of the Year! By Mindy Cuppy, NCCCA Trustee



Pittsburg City Clerk Alice Evenson was recently honored as the City Clerks Association of California City Clerk of the Year at the Annual Conference in South Lake Tahoe.

Alice was nominated by Mayor Will Casey and Vice Mayor Ben Johnson. In his nomination Mayor Casey commented that "There are so many areas that this City Clerk excels in it is difficult to choose one category or one special project that she has been involved with. The citizens of our community, City staff, and especially this City Council all appreciate her".

Alice has been a Pittsburg city employee for fourteen years, beginning as Administrative Assistant/Deputy City Clerk. In 2006 she ran for the elected office and became their City Clerk. She is currently serving her second term as City Clerk and holds the staff position of Director of Records and Council Services.

In addition to her core clerk responsibilities, highlights from Alice's nomination include the following:

- Bringing the City into the 21<sup>st</sup> Century technologically by establishing an agenda management system.
- Enhancing transparency by upgrading the council chambers with electronic voting, webcasting. LCD screens and a wireless sound system.
- Assisting with the city's environmentally friendly goals by instituting a paperless agenda.
- Being involved in the Pittsburg community, including the local high school government's class mock election project, the Mayor's Make a Difference Day, and the YMCA's Youth & Government Program.
- Serving on the CCAC Mentoring Committee.
- Earning her CMC and MMC.

In Vice Mayor Johnson's nomination he commented that "she excels as being exceptionally responsible for the entire City Clerk's job with little support, she is exceeding my expectations as Vice Mayor".

## Congratulations Alice!

## Host a Future Division Meeting!

Seize the moment to showcase your city by volunteering to host a future division meeting. If interested, contact Marian Handa, City Clerk of the City of San Leandro. Limited resources??? Think about partnering with a neighboring city and showcase your respective cities!

You can reach Marian at [mhanda@sanleandro.org](mailto:mhanda@sanleandro.org) or call her directly at (510) 577-3367.

# Division Member Spotlight...



## City of Dublin

Population: 47,922  
General Law City



## Caroline P. Soto, CMC City Clerk - Elected

### Staff:

Dora Ramirez, Secretary to the CM &  
Deputy City Clerk - 2 yrs  
Gloria McCafferty, Sr. Office Assistant - 8 yrs

Renuka Dhadwal, Sr. Office Assistant - 4 yrs  
Patricia Parks, Office Assistant II - 2 yrs  
Rebecca Roberts, Office Assistant II - 2 yrs

## Division Member Spotlights!!!!

Share what you are doing with us! We want to hear from you and learn what others are doing in the world of "Clerkdom." Please fill out the attached NCCCA Division Spotlight Form and forward it, along with a picture of the members of your department to Debbie Presson at [dpresson@ci.chico.ca.us](mailto:dpresson@ci.chico.ca.us).

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

*"Positive interaction with all customers: the public, City Councilmembers, City Manager, City Staff. With positive interaction, favorable results are achieved, and the City Clerk's Office staff is given the respect they deserve and are acknowledged for their hard work."*

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

*"There is a network of City Clerks always ready to assist if you have a question. Because this job is so detail-oriented, there is no way to retain all the information necessary to do the job. Having a network of City Clerks ready, willing and able to assist, provides confidence that you can gather information when necessary, if you need assistance."*

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

*"The City Clerk's Office is part of the City Manager's Office. In addition to regular City Clerk Office duties, we provide administrative assistance to the Economic Development Director, Environmental Group, Human Resources as well as the City Manager and the Assistant City Manager. I am presently the Chair of the Customer Service Committee; one of the Senior Office Assistants produces the Employee newsletter; and we handle all responsibilities of the annual Volunteer Recognition event."*

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

*"Greatest challenge/opportunity is implementation of an electronic agenda management software system. Phase I of this project was to get the City Council to use laptops to access a pdf version of the entire agenda packet at home and at the dais. This was accomplished in February of this year.*

*Phase II is implementation of Agenda. NET, the electronic agenda management software. We are in the midst of modifying it to fit Dublin's needs and will begin training of staff in July, with release to the City Council in September 2011.*

*I appreciate that this is not one of the examples given, but we have been fortunate in Dublin to be functioning steadily."*



From left to right are: Rebecca Roberts, Renuka Dhadwal, Patricia Parks, Caroline Soto, Gloria McCafferty, and Dora Ramirez.

# Division Member Spotlight...

## City of Napa

Population: 76,915  
General Law City



Left to right: Lisa Blackmon, Carlyce Banayat, Dorothy Roberts, Rebecca Ryan, Penny Libonati.

## **Dorothy Roberts**

City Clerk - Council Appointed

### Staff:

Rebecca Ryan, Deputy City Clerk - 4 yrs  
Carlyce Banayat, Imaging Clerk - 9 yrs  
Penny Libonati, Office Assistant - 15 yrs  
Lisa Blackmon, Office Assistant - new

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

"Working with my team on a project and seeing it through to successful implementation. Last year our department implemented an automated agenda management system, which involved everything from learning about the different types of technology all the way to training departments. Seeing an idea go from a concept to a successful implementation is very satisfying. Now we are moving to change our electronic records management system database. New challenges!"

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

"Being an objective professional and knowledgeable regarding duties while maintaining flexibility."



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

"The Clerk office provides some Public Information Officer duties, internal and external content management (Website and Intranet) - we also occasionally provide training to other departments on records or computer applications."

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

"Learning to do more with less. Keeping positive and energized in a time of economic uncertainty is a huge challenge right now. From concern about how the State may pull funding or push services to the local level, to almost constant labor negotiations - these are issues that we are learning to deal with as gracefully as possible."

# Division Member Spotlight...



City of Placerville

Population: 10,429  
General Law City

Susan Zito  
City Clerk  
Elected



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

*"In a difficult political climate where distrust of government is common, it is imperative that the role of City Clerk be politically neutral. The City Clerk must also take the high road in maintaining a neutral stance in sometimes emotional or politically sensitive issues. Most importantly, the Clerk should be professional, yet approachable."*

*"I received my MMC in November 2010 and the additional recognition in the local media reinforced the positive image of the City Clerk's role in city government. It was also a wonderful accolade for my two grown daughters whose mom has always been the City Clerk since they were little girls. My oldest daughter is sure that MMC stands for Mama Municipal Clerk."*

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

*"The favorite aspect of my job is to protect the 157 years of history in this historic Gold Rush town. As a college student whose goal was to someday be a history teacher, I've found myself in a job which is a history lover's dream job. After completing my bachelor's degree from Cal Poly, Pomona, I began a career in Human Resources that eventually led me to the City of Placerville in 1989. In 1994, due to budget downsizing, I was appointed Deputy City Clerk in addition to my HR duties. The elected City Clerk was not involved in preparing the agendas, taking Minutes or any other day-to-day functions, so in 2000, equipped with my newly minted CMC designation, I ran for the office of City Clerk..."*



*unopposed. I ran again in 2004, unopposed. In 2006, with my Council's support, we took the question of elective vs. appointed City Clerk to the voters and they passed Measure L, making the City Clerk position appointed."*

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

*"As a one person City Clerk office, I am also a one person HR department and hold the title of City Clerk/Human Resource Officer for the City of Placerville. I handle the risk management functions of workers' compensation and public liability."*

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

*"Our small City staff of less than 100 employees has been diminished to 75 employees and our Administration Department has been left with three individuals: the City Manager, the City Clerk/Human Resource Officer, and the Administrative Secretary to the City Manager. The workload has not been reduced and the public expects the same level of service that existed when we were fully staffed. We've been subject to a 10% salary reduction since March 2009 and employee morale is at an all-time low. It is a challenge to maintain a positive outlook and look to the future with enthusiasm and optimism. Until the sales tax picture improves, we may be looking at further reduction in staffing."*

*We've endured difficult times before and I'm sure we'll survive this current economic climate."*

# Division Member Spotlight...



Amy Van  
City Clerk  
Elected

Citrus Heights  
Population: 83,618  
General Law City



Left to right.... Phyllis Trudell and Amy Van

Staff: Phyllis Trudell, Program Assistant - 5 years

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

*"The most important aspect in my position is having an understanding of the various laws governing cities; specifically as it relates to elections, open meetings, public records, records retention, campaign filings statement of economic interest filings, etc."*

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

*"Everyday I learn something new. But, my favorite aspect of being a City Clerk is conducting the City's elections. I always look forward to preparing the candidates manual and other election related materials; and I enjoy meeting with each of the City Council candidates and guiding them through the process."*



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

*"Webmaster for City's website, I prepare the City's Newsletter which is mailed to all residents in the City, manage the City's liability claims and lawsuits. I also review the insurance requirements for our contracts."*

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

*"The greatest challenge is staffing. Over the years that I have been here the office of the City Clerk has changed and assumed additional responsibilities. Thankfully we have not had to deal with positions being eliminated, however we are not able to expand our department with the declining economy. Thus, we are faced with doing more with the same amount of people. Setting priorities and goals has played an important part in making our department successful in light of the challenge."*

*"The future depends on what we do in the present."*

*- Mahatma Gandhi*



**NCCCA Board  
Members**

**Lorrie Brewer, MMC**

Chair  
[lbrewer@ci.santa-cruz.ca.us](mailto:lbrewer@ci.santa-cruz.ca.us)  
(831) 420-5030

**Shawna Freels, CMC**

Vice Chair - Legislation  
[Shawna.freels@ci.gilroy.ca.us](mailto:Shawna.freels@ci.gilroy.ca.us)  
(408) 846-0204

**Marian Handa, CMC**

Program Chair  
[mhanda@ci.san-leandro.ca.us](mailto:mhanda@ci.san-leandro.ca.us)  
(510) 577-3367

**Patricia Edwards**

Treasurer  
[pedwards@sanramon.ca.gov](mailto:pedwards@sanramon.ca.gov)  
(925) 973-2537

**Rebekah Barr, CMC**

Recording Secretary  
[Rbarr@cityofamericancanyon.org](mailto:Rbarr@cityofamericancanyon.org)  
(707) 647-4369

**Karen Gonzales, CMC**

Communications  
Coordinator  
[kgonzales@ci.pleasanton.ca.us](mailto:kgonzales@ci.pleasanton.ca.us)  
(925) 931-5027

**Deborah Presson, MMC**

Newsletter Editor  
[dpresson@ci.chico.ca.us](mailto:dpresson@ci.chico.ca.us)  
(530) 896-7251

**Jackie Rose, MMC**

Trustee  
[jrose@losgatosca.gov](mailto:jrose@losgatosca.gov)  
(408) 354-6834

**Mindy Cuppy**

Trustee  
[mcuppy@cityoffranchocordova.org](mailto:mcuppy@cityoffranchocordova.org)  
(916) 851-8720

**Nora Pimental**

Trustee  
[n.pimental@sanjoseca.gov](mailto:n.pimental@sanjoseca.gov)  
(408) 535-1260

**Patrice Olds, CMC**

Past Chair  
[olds@walnut-creek.org](mailto:olds@walnut-creek.org)  
(925) 943-5819

# Calendar

**Central Nuts & Bolts Workshop**

July 21 & 22 - Manteca

**CEPO Leadership Track**

August 2011 - Santa Barbara

**TTC (100 Series)**

September 6 - 9, 2011 - Riverside

**NCCCA Division Meeting**

September 2011 - Gilroy

**League of CA Cities New Law & Election**

November 30 - December 2 - Long Beach

**Future IIMC Annual Conference**

**Cities & Dates**

May 20-24, 2012 - Portland, OR

May 19 - May 23, 2013 - Atlantic City, NJ

May 18 - 22, 2014 - Milwaukee, WI



*"If your actions inspire others  
to dream more, learn more,  
do more and become more,  
you are a leader."*

*- John Quincy Adams*

