



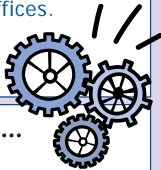
NCCCA Objectives:

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...

Message from the Chair
Pages 1

March 18 Division Mtg.
Page 2 & 3

City Clerk Spotlight
Page 4 & 5

Bits & Pieces
Page 6

Notice of Nominations
Page 7

NCCCA Officers
Page 8

Up and Coming Events
Page 8

Nomination Form & Division Spotlight Form Attached

Message from the Chair...



Lorrie Brewer, NCCCA Board Chair

Hello everyone!!! Do you feel like you are on the stress express? Do you wake up in the wee hours of the morning thinking about all the things you need to get done, or sit straight up in a moment of terror thinking about that one thing you didn't do? Are you torn between work obligations, family commitments, and community involvement?

I believe that we are all feeling this way, and I don't think it is going to get better any time soon. We are living in a fast-paced, got to have it now, environment. And, some of us are doing this while making less money, furloughed hours, and with threatened loss of benefits. So, how do we stay focused and positive while we spin those plates? Besides slipping into a phone booth and changing into our Stars and Stripes underwear, my recommendations would be to stay involved with your organization.

Last year, I was feeling extremely low fueled, and unmotivated in many aspects of my life. I had work obligations and volunteer overload. I had committed to going to IIMC International Conference, but I just didn't know how I was going to go and meet all my

obligations. I felt if I went, all my plates were going to come crashing down. However, since I was committed, and I was serving the organization, I felt compelled to go!

Wow, what a difference a week makes. Session after session, I felt renewed and full of newfound strength. I was motivated by each and every speaker. I learned about ways to improve the efficiencies of my job. I networked with other clerks and formed a strong bond that continues to benefit me to this day, both socially and work related. I enjoyed the down time in my room, and I enjoyed the time spent with my fellow clerks at the all-conference events (boy do City Clerks know how to have a good time). That conference provided me with new tools for my tool belt and an opportunity to reframe my attitude, and I felt fully rejuvenated and ready to meet the challenges that life threw at me.

Bottom line, do not underestimate the value of attending your meetings and conferences. If you missed the last meeting in American Canyon, you missed a golden opportunity. Mike Robbins was one of the most inspirational speakers I've ever heard. On that note, you have one more opportunity to see him, as he will be a speaker at the annual conference in Lake Tahoe. I encourage you to make the effort to go to a conference or meetings whenever possible, as you are afforded content rich programming. Remember that we have scholarships to assist you financially, although deadlines may have passed for up and coming conferences, the Northern District has scholarships to award for meeting attendance as well. Don't miss out on future opportunities, as it is well worth the time, money, and energy.

Lorrie

NCCCA March 18th Division Meeting...

Northern California City Clerk's Association Presents

**It's not too late to attend!
You have until Thursday to RSVP!**

Going from the Poop Deck to the Bridge

With Ted A. Gaebler, Rancho Cordova City Manager

Friday, March 18, 2011

Rancho Cordova City Hall
2729 Prospect Park Drive, Rancho Cordova

Attendees will come away from this session with a renewed excitement and energy around the profession of City Clerk. Attendees will be invited to push beyond the borders of their professional guidelines to be a part of the bigger picture of local government decision making; they will be invited to use their intellect, skills, outreach capabilities, and professionalism to help the local government industry of local government a higher approval rating among its customers.



- 8:30 Registration and light continental breakfast
- 9-12:00 Program
- 12-1:00 Business Meeting with Lunch

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

Deadline: Tuesday, March 15. Registrations made and not cancelled by 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: _____

E-mail: _____

mcuppy@cityofranhocordova.org

Registrations to:

Mindy Cuppy, CMC, City Clerk
City of Rancho Cordova
2729 Prospect Park Drive
Rancho Cordova, CA 95670
Phone/Fax: (916) 851-8721

March 18th's Division Meeting Hotel Recommendations



Hotel Sierra

11260 Point East Drive, Rancho Cordova
(2.3 miles from City Hall)

\$84 per night and includes a cook to order breakfast the next day. you will also get complimentary upgrades and coupons for the Bistro Restaurant in the evening.

http://www.hotel-sierra.com/locations/rancho_cordova/default.aspx

To make a reservation contact Lisa Jones, Director of Sales

Lisa.Jones@hotel-sierra.com or (916) 638-4141

Hyatt Place

10744 Gold Center Drive
(Adjacent to City Hall)

\$84.00 per night

<http://sacramentoranchocordova.place.hyatt.com>

To make a reservation contact Josiah Kitonga, Director of Sales
josiah.kitonga@hyatt.com or (916) 635-4799, ext. 5104

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. If you would like to partner up with a neighboring city.... that can work as well. Getting to visit other cities is another opportunity to network with our peers and experience different places.

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

Division Member Spotlight...



City of Oakley

Population: 36,000
General Law City

Nancy Ortenblad

City Clerk - 12 years

Staff:

Janet Brown - Admin. Assistant - Receptionsit - 9 yrs

Kim Carmody - Admin. Assistant - Records/Scanning - 3 yrs



Nancy has served as the City Clerk for the City of Oakley for 12 years and has been with the City since day "1" when she came on board as a consultant. Her position is appointed by the City Manager.

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

"That's a difficult question to answer. However, I have long felt that the public and staff rely heavily on the City Clerk to provide accurate information in a timely manner. That would apply to so much of what our office does -- such as responding to public records requests, providing pertinent election information, preparing and distributing meeting packets, processing and disseminating FPPC-related documents, providing passport application acceptance services, etc."

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

"One of our favorite days of the year is allocated to citywide destruction of records that are obsolete or duplicates. I have never worked in a City where the entire organization dedicated an entire day to this kind of activity. I have worked in cities where records are kept long after they could be destroyed, and that isn't pretty."

"Our records "purging" day has been an annual event for many years -- even though we are a fairly new City. Hats off to the City Manager(s) who have supported this effort to streamline our records!"

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

"We provide full-service passport acceptance agent services with very little financial benefit. The rewards come from providing great customer service to a community that is not close to a regional passport agency."

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

"Due to budget constraints, Oakley has experienced layoffs; all staff participate in furlough days once a month. I volunteered to work four days a week a couple of years ago. So like many other cities, we are doing more with less."

"My greatest challenge is to make my staff feel appreciated for all their extra work! I look forward to the day when they will receive salary raises again!!!"

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 dpresson@ci.chico.ca.us.

Division Member Spotlight, *continued...*



Town of Loomis

Population: 6,300
General Law City

Crickett Strock

Town Clerk



Crickett has served as the City Clerk for the Town of Loomis for 15 years. She is an elected City Clerk.

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

"Being a public servant. We are here to serve the public as efficiently as possible and by doing that we have less aggravation in the long run. Citizens can be pretty demanding but if they know that you are on their side when they come in... a lot of issues can be nipped in the bud early - then a mole hill will not become a mountain!"

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

"Assisting the public in getting information. Having public records organized and easily available. Making sure a citizen is satisfied when they leave this office."



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

"Human Resource - keep employee files updated, paperwork for benefit changes, CalPers, etc.

Risk Management - I'm the alternate, attend Small Cities Organized Risk Employees Management (SCORE), handle all claims and workman comp issues for the town.

Planning - back up for front desk, Building and Planning as needed (used to be in Planning).

Event Coordinator - schedule public building use, banners, and coordinate summer concert series."

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

"My biggest challenge right now is extra meetings, meetings, meetings, and more meetings called by the Council...which adds up to more packets, minutes, and follow-up from each meeting. Also, in the next few months we will be losing our Town Manager, Town Attorney, and Planning Director. We have downsized to a staff of 10 people, so this a big change!"

Bits and Pieces....

Patrice Olds - Named Walnut Creek "Employee of the Year"

"City Clerk Patrice Olds joined the city as entry-level employee – a temporary employee, in fact - and worked her way up through the ranks. She has earned the appreciation of every department and division she works with – and that is essentially every department. "Whoever doubts the commitment of public employees should meet Patrice," wrote one nominator. "She gives many, many hours to the City because she believes so strongly in the true meaning of public service and the public process." Being a champion of the public process is particularly critical during election season. Competing campaigns often flood the city with requests for information, and every response is scrutinized for signs of bias. But Patrice does not buckle under the pressure. She pulls together responses, checks their accuracy, and treats every person with courtesy. In doing so, she represents the City with honor and respect."

**Master
Municipal
Clerk**

Join us in congratulating the following individuals who recently attained their MMC certification:

Maricela Hernandez
Seaside

Kathleen Franco Simmons
Sunnyvale

Patrice Olds
Walnut Creek

Congratulations! Congratulations!

The Great Debate...

"Civil" Public Discourse... Is it possible?



NCCCA June 24th Division Meeting - Chico

Can public discourse be civil? Come join us in June for an in-depth discussion on how University students in Chico are participating in a new program called the "The Great Debate" which provides voters, decision makers, and community members with information and multiple perspectives on difficult issues. CSUC recently teamed up with the City of Chico in creating an event each semester to promote civil discourse around contentious community issues.

City and university officials hope the event can help in the effort to restore civility, reason and rhetorical argument into public forums. Seeking to reinvigorate the public sphere as a healthy site of democratic practice, the Chico Great Debate is structured to present contentious issues in a setting that follows orderly rules of speaking and listening.

Division Meeting Raffles....



At our January meeting the Board discussed having each attending Clerk bring a raffle prize for the Scholarship Fund raffle drawing, and the membership in attendance overwhelmingly supported the idea. The raffle prize can be a bottle of wine or perhaps a basket containing items produced in the hometown or surrounding area of that Clerk, and is on a volunteer basis only. This should be great fun!!



**Northern California
City Clerks Association (NCCCA)**

Serve as a Northern Division Board Member
It is a rewarding experience to give back to the
Association!

NOTICE OF THE 2011-2012 NOMINATIONS

FOR THE NORTHERN DIVISION BOARD

**Chair Person
Vice Chair
Program Chair
Recording Secretary
Treasurer
Communications Coordinator
Newsletter Coordinator
Trustee**

If you are a voting member of NCCCA, whose dues are paid in full for the current year and are also from a member of the League of California Cities, please contact a member of the Nominating Committee for more information.

NCCCA Nominating Committee Members

Margaret Roberts, Chair – City of Menlo Park, 650-330-6625 (Cell: 408-960-3433)
Terri Griffin – City of Rohnert Park, (707) 588-22276

Nominations will be accepted by the Nominating Committee Chair on an Acceptance of Nomination and Candidate Statement form until April 1, 2011. Facsimile or emailed forms may be submitted by April 1 and followed with the mailed signed acceptance form by April 6.

Mail your Nomination Forms to:
Margaret Roberts, City Clerk
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025
Fax to: 650-328-7935
Email to: MSRoberts@menlopark.org

*If interested, please
complete and return the
Nomination Form at the
end of the newsletter!*

***Nomination forms must be received by fax, email or mail
no later than
Friday, April 1, 2011, at 5:00 p.m.***

NCCCA Board Members

Lorrie Brewer, MMC
Chair

Lorrie.Brewer@mountainview.gov
(650) 903-6399

Shawna Freels, CMC
Vice Chair - Legislation

Shawna.freels@ci.gilroy.ca.us
(408) 846-0204

Marian Handa, CMC
Program Chair

mhanda@ci.san-leandro.ca.us
(510) 577-3367

Patricia Edwards
Treasurer

pedwards@sanramon.ca.gov
(925) 973-2537

Rebekah Barr, CMC
Recording Secretary

Rbarr@cityofamericancanyon.org
(707) 647-4369

Karen Gonzales, CMC
Communications
Coordinator

kgonzales@ci.pleasanton.ca.us
(925) 931-5027

Deborah Presson, MMC
Newsletter Editor

dpresson@ci.chico.ca.us
(530) 896-7251

Jackie Rose, MMC
Trustee

jrose@losgatosca.gov
(408) 354-6834

Mindy Cuppy
Trustee

mcuppy@cityofranchocordova.org
(916) 851-8720

Nora Pimental
Trustee

n.pimentel@sanjoseca.gov
(408) 535-1260

Patrice Olds, CMC
Past Chair

olds@walnut-creek.org
(925) 943-5819

NCCCA Upcoming Division Meeting

June 24, 2011 - Chico

Topic: "Civil" Public Discourse!



CEPO Leadership Series

August 7 - 12, 2011 - Santa Barbara



Future IIMC Annual Conference

Cities & Dates

May 8-12, 2011 – Nashville, TN

May 20-24, 2012 - Portland, OR



2011 CCAC Annual Conference

South Lake Tahoe

Embassy Suites

April 26, 2011 (Academy Session)

April 27-29, 2011 (General Conference)

Division Member Spotlights!

Please complete the attached questionnaire and return it, along with a picture of you and your staff and give us an opportunity to learn more about you! Perhaps you have insights or programs that could be beneficial to others.

Make a difference just by sharing your thoughts!



"Dedication is not what others expect of you... it is what you can give to others."

- Anonymus



NORTHERN CALIFORNIA CITY CLERKS ASSOCIATION (NCCCA)
Acceptance of Nomination and Candidate Statement

I, _____, a voting member (in good standing) of the Northern California City Clerks Association whose dues are paid in full for the current year and having been nominated for the office of _____, do hereby accept said nomination and declare that I will serve the Northern division faithfully and to the best of my abilities if elected.



Signature _____ Date _____

Candidate Statement Request

I hereby request that the following candidate statement be published:

(The candidate statement shall not exceed 200 words, shall be typewritten with uniform type size and spacing. An additional sheet may be attached if necessary)

***Nomination forms must be received by fax, email or mail no later than
Friday, April 1, 2011, at 5:00 p.m.***