

Northern California City Clerks Association

August 2009

Volume 1, Number 5

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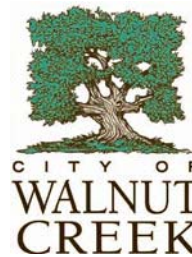
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SPOTLIGHT – City of Walnut Creek
Next NCCCA Division Meeting:
Friday, September 25, 2009
Clubhouse At Boundary Oak
3800 Valley Vista Road
Walnut Creek, CA 94596

City Clerk Host: Patrice Olds



Walnut Creek - Highlights

First Inhabitants

The first known inhabitants of the Walnut Creek area were the Bolbones Indians. In March 1772, the first Spanish explorers arrived to the region. California became a possession of Mexico following the Mexican Revolution in 1821. To encourage settlement in its newly-acquired territory, Mexico made large land grants, four of which were in the Walnut Creek area. A grant of nearly 18,000 acres in what today is the Ygnacio Valley was made to Dona Juana Sanchez de Pacheco, whose husband, Miguel, had been a war hero for Mexico. She deeded her property to two grandsons, Ygnacio and Ysidro Sibrian. Ygnacio Sibrian, the namesake of the Ygnacio Valley, built the first roofed residence in the valley around 1850. Following the Mexican-American War, California became a United States territory and subsequently a state in 1850.

From a Crossroads to a City

NCCCA UPCOMING MEETING SCHEDULE

September 25, 2009 – Walnut Creek

November 2009 – Chico

MMC Academy

February 2010 – Location To Be Announced at a later date

TTC

March 2010 (Series 100) University of Riverside Extension Campus

June 2010 (Series 400) University of Riverside Extension Campus

Future IIMC Annual Conference

Cities & Dates

May 23-27, 2010 – Reno, Nevada

May 8-12, 2011 – Nashville, Tennessee

May 20-24, 2012 - Portland, Oregon

League of CA Cities Annual Conference

September 16-19, 2009 - San Jose, CA

September 15-18, 2010 - San Diego, CA

September 20-24, 2011 - San Francisco, CA

League of CA New Law & Election Seminar

December 2-4, 2009, Monterey, CA

CCAC Annual Conference

April 28-30, 2010 – Ventura Beach, CA



San Ramon Valley Bank was built in 1910 at the corner of Main Street and Walker Avenue (now Duncan Avenue). It was Walnut Creek's first bank. The idea of building this institution came from local merchant Joseph Silveira, who ran the Valley Mercantile at Main and Cypress streets. The bank building was razed in late 1998 for the Broadway Pointe project.



Walnut Creek was first known as "The Corners" - where the two roads leading from Pacheco and Lafayette converged. Today those "corners" are at the intersection of Mt. Diablo Boulevard and

North Main Street. The area's first settler was William Slusher, a squatter who built the first roofed abode on the bank of what was then known as "Nuts Creek" in 1849 (in the area of Liberty Bell Plaza).

The oldest commercial structure still standing in Walnut Creek is the Albert Sherburne store, built around 1863 at the corner of Main Street and Oakland Road (now Mt. Diablo Boulevard). It was partially destroyed by fire in 1879 and rebuilt the following year. This photo shows the building around 1881. Over the years the building has housed several businesses, most notably Arthur's Liquors (1935-1973), and today is occupied by La Fogata Mexican restaurant.

In 1855, Milo Hough of Lafayette decided to develop The Corners and built a hotel called the "Walnut Creek House." A blacksmith shop and a store were soon built nearby. A year later, Hiram Penniman (who would later build the ranch house now used as the Shadelands Ranch Historical Museum) laid out the first town site and realigned what is now Main Street.



The Walnut Creek Meat Market as it appeared around 1900. It was built by Arthur Williams on the east side of Main Street, about 150 feet south of Bonanza Street. He sold it to Concord butchers Foskett, Ellworthy and Keller, who in turn sold it to Jesse Lawrence around 1910.

Lawrence's son, Fred, built a new brick meat market that same year. The family continued to operate the Walnut Creek Meat Co. out of the building until 1987, when they moved the business to Alamo. The family still owns the brick building and rents it to Crepes A Go-Go.

Continued growth led to the establishment of a U.S. Post Office in December 1862, around which time the community was renamed "Walnut Creek." The downtown street patterns laid out by pioneer Homer Shuey in his two original



subdivisions in 1871-72 can still be found today.

Front page of the Contra Costa Courier on Oct. 22, 1914, announcing Walnut Creek's birth as the eighth city in

Contra Costa County. The



actual date of incorporation was Oct. 21, 1914.



On Oct. 21, 1914 the original town and surrounding area, comprising 500 acres, were incorporated as the eighth city in Contra Costa County. The City Council was originally called the City's Board of Trustees and its president was

Harry Spencer. In 1928, state law was changed to allow cities to call their boards "city councils." On July 6, 1927, the first reference to a mayor of Walnut Creek was made for Mayor James F. Mauzy. On April 16, 1928, the Walnut Creek Board of Trustees officially renamed itself "Board of Councilmen", and on June 21, 1928, it became simple the "Town Council." However, the earliest reference to "City Council" was in the minutes of the Oct. 25, 1929 meeting.

Early Transportation

Growth in Walnut Creek accelerated with the arrival of the Southern Pacific Railroad in 1891. By March 1913, regular passenger and freight service was operating between Walnut Creek and Oakland. The popularity of train travel waned quickly, however, and as a result, regular commuter railroad service ended in 1934.

Dealing with Growth

The City of Walnut Creek as it looked in 1932 from Terrace Road.

Walnut Creek entered its modern era of growth in 1951 with the opening of the Broadway Shopping Center, the first major retail center in Contra Costa County. Taxable sales skyrocketed from \$9 million in 1950 to \$20 million in 1955. The City's population also experienced a boom - from 2,460 in 1950 to 9,903 in 1960.

Walnut Creek's first fire station, located on Bonanza Street, was used by the Central Fire District (later the Contra Costa Fire Protection District) from 1926 to 1965. It cost \$3,000 to build, and the first fire engine, a LaFrance pumper, cost

\$7,000. Today the building is occupied by the Havana restaurant.

Until the mid-1950s, the City Council administered the City's small staff and operations. However, by 1956 the fast-paced growth dictated a change in how the City was to be run. The Council hired its first City Manager, Ira Gunn, and shifted to a Council/Manager form of government. Also in 1956 the Council adopted a "Little Master Plan" that analyzed the community's transportation problems and the need for street improvements. This effort resulted in a \$2



million street improvement program that included the construction of Broadway and California boulevards. In anticipation of more commercial and residential growth, the City adopted its first General Plan in 1971. The formation of this important document was assisted by the formation of a citizens' advisory committee, the 100-member Citizens Committee on Goals and Objectives. This committee, appointed by the City Council in late 1969, met

from January 1970 through 1974, at which time the Core Area Plan was adopted to regulate downtown growth through 1985.

Legendary entertainer Bob Hope (second from right) opened the Regional Center for the Arts on Oct. 4, 1990 with singers Vic Damone and Diahann Carroll and emcee Joel Grey (left).

The Bay Area Rapid Transit (BART) system, approved by Bay Area voters in 1962, returned train travel to Walnut Creek, where a BART station was established at Ygnacio Valley Road and Interstate 680 in 1973. The block of 146 small, post-World War II houses to the north of the BART station was gradually converted for mid-rise office buildings and became known as the "Golden Triangle." By 1985, one million square feet of new office space had been constructed in this area. Residents' concerns over accelerated growth and traffic congestion prompted the formation of a grass-roots group, Citizens for a Better Walnut Creek. This organization sponsored successful voter initiatives in 1985 which placed limits on building height (Measure A) and on most large development until traffic levels are reduced (Measure H). In February 1989, the City Council updated the General Plan and in August placed Measure H into the General Plan. However, the California Supreme Court ended five years of litigation over Measure H in December 1990 when it ruled the initiative was invalid. A City Council growth limitation proposal, Measure O, was rejected by voters in November 1991.

The City opened the Regional Center for the Arts on Oct. 4, 1990 with a benefit starring Bob Hope, Vic Damone, Diahann Carroll and Joel Grey. It included the

800-seat Hofmann Theatre, named for benefactors Ken and Jean Hofmann of Lafayette, the 300-seat Dean Lesher Theatre, and the Bedford Gallery, named for benefactors Peter B. and Kirsten N. Bedford of Lafayette. The Center was renamed for late Contra Costa Times publisher Dean S. Lesher, the first major private benefactor of the Center in October 1995 after the Dean and Margaret Lesher Foundation made an additional \$2.8 million gift to the City. A third 130-seat theater, the Knight Foundation Stage 3, was opened April 2, 1998. The Dean Lesher Theatre was renamed the Margaret Lesher Theatre on May 18, 1998.

City Projects

Several major quality of life projects for Walnut Creek were completed in the 1990s. To ease parking congestion downtown and to enhance the retail atmosphere of Locust Street, the City opened its third public parking structure on June 30, 1994. The 257-space South Locust Street Garage has ground floor retail space leased to two businesses. An ambitious effort to beautify the historic downtown section of Main and Locust streets was completed in 1997 with the installation of 117 old-fashioned streetlights and decorative benches and waste bins.

City officials, recognizing the need for more indoor recreational facilities for youths and adults, built two community gymnasiums in partnership with other agencies. The Foothill Community Gymnasium was opened on Oct. 9, 1994 next to Foothill Middle School. The City contributed \$1.8 million toward construction and the Mt. Diablo Unified School District provided the land and \$900,000. A second facility, the Tice Valley Community Gymnasium, was opened on May 3, 1998 next to the Contra Costa Jewish Community Center on Tice Valley Boulevard. The \$4.7 million gym was built with City funds on land donated by the Jewish Federation of the Greater East Bay.

On May 16, 1998, City and East Bay Regional Park District officials dedicated the Iron Horse Trail Overcrossing at Ygnacio Valley Road. The \$2.1 million pedestrian and cyclist bridge was financed with federal, state, City, and park district funds. An estimated 1 million persons are expected to use the overcrossing annually.

City Soars Into Cyberspace

Joining other cities and governmental agencies, the City of Walnut Creek launched its own website on the Internet on Feb. 6, 1996. It was judged one of the best among cities in the Bay Area by the San Francisco Chronicle.

September 25, 2009 NCCCA Division Meeting

The September 25, 2009 NCCCA Division meeting's Program Title: "The Role of Language and Professional Development" presented by Paul Craig, retired Senior Research Fellow from the Institute of Government and Public Affairs Office of Public Leadership from the University of Illinois.

The NCCCA Division Board hopes to see many of you at the Walnut Creek Division Meeting!

June 19, 2009 NCCCA Division Program

The June 19, 2009 Orinda-Lafayette meeting had approximately 38 City Clerks, Deputy City Clerks and District Clerk professionals in attendance. The title for this meeting: "Review of Legal Developments in Public Records and Electronic Law." This session was presented by Melanie Donnelly with Best, Best & Krieger; Osa L. Wolff – City Attorney with the City of Orinda; and Fran Layton with Shute, Mihaly & Weinberger. This session provided information on Campaign regulations, Public Records Act and Record Retention, and State regulations relating to these items.



Michelle Olsen, Orinda (City Clerk Co-Host)



One of the guest speakers



One of the guest speakers



Mary Lavelle, Milpitas City Clerk



City Clerks networking during break



Joanne Robins, Lafayette (City Clerk Co-Host)
with Marian Handa, NCCCA Division Treasurer



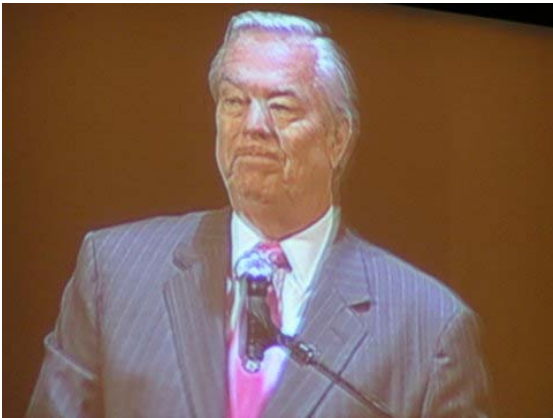
Marian Handa looking over one of the many raffle prizes



63rd IIMC Annual Conference



The 63rd IIMC Annual Conference took place in Chicago, Illinois on Tuesday, May 19, 2009 through Saturday, May 23, 2009. The IIMC and the Host City of Chicago did an excellent job in programming for this Conference. The opening ceremony, educational sessions, and all conference events were great! Please enjoy some of the photos from the Chicago IIMC Conference below.



Bill Curtis, News Commentator –
MC for Opening Ceremony



President Obama Impersonator



California City Clerks at the President's
Banquet



Colleen Nichol at the President's Banquet



View of Chicago Skyline from Hancock Building



A scene from an architectural river boat



Michael Israel - Artist



Michael Isreal's creative paintings



More California Clerks enjoying the Presidential banquet



IIMC President Diane Reese making closing remarks

The 64th IIMC Annual Conference is to be held on May 23-27, 2010 in Reno, Nevada

The next IIMC Conference will be held in Reno, Nevada. Sponsors and volunteers are being sought to help the City Clerks of Nevada with the costs/work associated with this Conference. As you recall, it was not too long ago when California hosted the IIMC Conference in Anaheim. Many California City Clerks helped to make the Anaheim Conference a huge success. If you are interested and able to contribute your time and talent and/or know of individuals and/or business(es) that can help with sponsorships, please e-mail Maria Aguirre with the City of Henderson (Nevada) City Clerk's Office: maria.aguirre@cityofhenderson.com – the Conference Communication Coordinator. All levels of sponsorships are being sought.



Elvis gearing up to entertain
Delegates at the 64th IIMC
Conference in Reno, Nevada

Incoming Chair Patrice Olds Attends IIMC Conference

Article Submitted by: Patrice Olds

It was my honor to attend the IIMC conference in Chicago on behalf of the NCCCA in Chair Rod Diridon's place. Rod couldn't attend as it conflicted with his wedding, which we heard was wonderful ~ congratulations Rod.

Chicago is indeed one of the greatest cities. Besides the beautiful locale, stimulating art, sense of history, fun events, invigorating conference sessions, inspiring speakers, good food and the chance to both renew and make new friendships with wonderful clerks - I also had the opportunity to participate in three academy sessions prior to the start of the conference.

The first session was called "Comparing Clerks and Presidents" – as leaders we have more in common than you would guess. In this class we first defined who are our greatest presidential leaders, how is greatness assessed and then were posed the question of why not strive to emulate the greatest leaders once we personally identify what character traits make them great? This course has changed how I will assess presidential candidates or any candidates for that matter.

This was followed by a course on "Thinking About Thinking" where I was challenged to analyze how I think and practice reflective skepticism in a purposeful way to improve my ability in the leadership arena. One of the ways highlighted in the course was to expose yourself to great art, books, and ensure you have time to be quiet and allow yourself to think.

Both of these were powerful sessions and I found that completing the practicum evaluation, which is 1500 words where you demonstrate, in a reflective essay, on what you have learned and how you can apply the learning to your professional life. I was initially intimidated by the essay, but found they greatly solidified my learning. The essay is usually due 30 days after the session and I felt like I lost 10 pounds when I finally completed them all.

The third session was something I have wanted to do ever since IIMC first initiated it – I did my first Athenian Dialogue – and I loved it. If you don't know, Athenian Dialogues are facilitated conversations on a book the participants have all read. In the words of our facilitator, Paul Craig, we then autopsy the book together and by sharing insights, answering facilitated questions, reviewing the history of the period to frame the conversation better (Paul says it provides the structure) we discover more about the story and learn much about ourselves through the process. The books chosen are about leadership. They can be non-fiction, biographies, histories, fiction, plays, anything that demonstrates and challenges us to think about leadership.

We read "*The Petticoat Affair – Manners, Mutiny, and Sex in Andrew Jackson's White House.*" It shattered my assumptions about Andrew Jackson, in my mind he was pretty one-dimensional until I read this and began to understand how complicated this man was. The focus of the story was on Margaret Eaton, the wife of the Secretary of War. Controversy and allegations over her moral character resulted in Jackson firing his entire cabinet two years into his presidency. It was a fascinating multi-layered six hour discussion about how do you decide who to believe, the destructive power of gossip, and always the impact of society's double standard. As leaders what is our obligation in the face of innuendos and allegations?

I think the Athenian Dialogues are a wonderful way to grow leadership skills, practice verbalizing and constructive argument skills, read deeply, and think reflectively on our evolution. The Dialogues are currently worth 1 point but are being evaluated in the system review IIMC is currently undertaking. A practicum essay of 750 words is due to get your certificate after the Dialogue.

We will be bringing the Dialogues to California. We have been working with Paul Craig to create a schedule and select books with the goal of offering 10 Dialogues in California before the Nashville 2011 conference. Any California clerk who can get 10 dialogues completed will be inducted into the Athenian Society at the Parthenon in Nashville!

The first dialogue is tentatively scheduled for Friday October 2, 2009 in Northern California and will be on the book *Passion and Principle: John and Jessie Fremont, the Couple Whose Power, Politics, and Love Shaped Nineteenth-Century America*. We will rotate the Dialogues between North, South and Central California and will make them available just prior to conferences to facilitate travel.

If you have any questions please check out the information on the Athenian Dialogues on the IIMC website at: <http://www.iimc.com/ProfessionalGrowth/ALS.shtml>
If you are interested in hosting a Dialogue call or write me at: (925) 943-5819 or olds@walnut-creek.org.

Athenian Dialogue Comes to California

In the article submitted by Incoming NCCCA Chair Patrice Olds above, you read that she was inspired by the Athenian Dialogue session she attended at the IIMC International Conference in Chicago. To this end, Patrice has been working very hard toward bringing the Athenian Dialogues to California; working with the IIMC. The first Dialogue is scheduled to take place on Saturday, September 26, 2009. The location will be at: City of Walnut Creek, 1666 N. Main Street, 3rd Floor Conference Room. The book to be featured is *Passion and Principle: John and Jessie Fremont, the Couple Whose Power, Politics, and Love Shaped Nineteenth-Century America*. Please contact Patrice Olds at (925) 943-5819 or e-mail her at olds@walnut-creek.org for additional information. This Dialogue is being made available to **all** City Clerk professionals.

NCCCA Division Newsletter Editor Irma Torrez attended the IIMC Conference in Chicago where she witnessed three Texas City Clerks get inducted into the Athenian Society. It would be great to see many California City Clerks complete the 10 dialogues and be inducted into the Athenian Society in Nashville in 2011! This can be accomplished by several of the California City Clerks because we rock!

2008-09 NCCCA Slate of Officers Elected

At the June 19, 2009 Division meeting, the NCCCA Division members in attendance were presented a report on the results of the election of NCCCA Division officers for 2009-10 by Linda Scholink, Nominating Committee Chair. She requested that the membership accept the results of the election. To this end, the membership in attendance ratified the slate of officers. The 2009-10 NCCCA Division Officers are:

Patrice Olds, Chair (City of Walnut Creek)
Lorrie Brewer, Vice-chair (City of Santa Cruz)
Jackie Rose, Program Chair (Town of Los Gatos)
Karen Gonzales, Communication Coordinator (City of Pleasanton)
Mercy Cabral, Recording Secretary (City of Martinez)
Deborah Presson, Newsletter Editor (City of Chico)
Patricia Edwards – Trustee (City of San Ramon)

Continuing on the Board are:

Marian Handa – Treasurer (City of San Leandro)
Shawna Freels – Trustee (City of Gilroy)
Susan Kitchens – Trustee (City of Los Altos)
Rod Diridon, Jr. – Immediate Past Chair

Please plan on attending the September 25, 2009 NCCCA Division meeting in Walnut Creek to witness the Oaths of Office, and extend your congratulations and support to our new Board Officers. This will also be an opportunity for you to thank your outgoing Board Members for their service to you and the NCCCA Division.

NCCCA Board Transition Meeting Held

The 2008-09 NCCCA Board held a transition meeting with the 2009-10 Incoming Board Members on August 6, 2009 to ensure that a smooth Board transition takes place. Reviewed and discussed were: proposed changes to the NCCCA Division Bylaws, financial audit, proposed budget for 2009-10, duties/responsibilities for each board position, and other items for the good/betterment of the NCCCA Division.

Ethics Summit Held in Santa Clara

NCCCA Division Chair Rod Diridon and the California Ethics Project (CEP) hosted a California Ethics Summit on Thursday, July 30, 2009. Attending this eight hour session provided the opportunity to earn four (4) CMC, CMC Recertification and MMC Advanced Education points. The California Ethics Summit is the instructional element of the broader CEP program. Through the course of the day, seven presenters shared examples, taught skills and fostered a peer group focused on the implementation of ethics, good government and community/voter outreach efforts. The program helped the City Clerk professional to develop implementation strategies and content for programs specific to the character and budgetary constraints of their unique community.

Positive feedback has been expressed from those attending this summit. Great Job Rod!

New IIMC Certification Point Minimums & Grace Period

IMPORTANT NEWS FOR CMC, CMC RECERTIFICATION & MMC CANDIDATES

Article Submitted by: Dawn Abrahamson – CCAC Professional Development Director

At the IIMC Board meeting held in Chicago in May, the Board discussed the reductions to travel and training budgets which are being sustained across the membership creating difficulty in meeting certification minimum point requirements for CMC, CMC Recertification, and MMC candidates. For MMC candidates, the reduction from 12 to 6 points (approved in May 2008) was helpful, but it was not enough. This issue has caused much worry among IIMC members.

As a result of their discussion, the Board unanimously approved a temporary suspension for certification point minimums and grace periods as follows:

1. Temporary suspend the 4-year deadline for Recertification and 6 points per year minimum for MMC candidates to be revisited at the 2009 mid-year Board meeting.
 - a. Upon the CMC 4-year anniversary date, CMC Recertification candidates unable to meet the minimum 20 points shall submit an Application for Admission with the \$50 fee, and if desired, points accrued thus far toward Recertification.
 - b. Upon receiving a CMC, those wishing to pursue an MMC shall file an Application for Admission and the \$50 fee, regardless of the ability to meet the 6-point per year minimum.
 - c. Upon the CMC anniversary date, all MMC candidates shall annually continue to submit points accrued, regardless of meeting the 6-point minimum.
2. Reconfirm intent that college coursework alone (without Institute attendance) in a related field taken before January 1, 2007, resulting in a degree qualifies a member for the CMC Grace Period. College coursework alone (without Academy attendance) in a related field taken before January 1, 2007, used for Advanced Education points, qualifies a member for the MMC Grace Period.

To be clear:

These are annual certification point minimums for MMC as outlined in the body of the article. The total number of points required has not changed. The motion with respect to the grace period made by the IIMC Board was a clarification related to college coursework. The grace period remains scheduled to expire on December 31, 2009. If an MMC “grace period” candidate does not have all points achieved by that time, only the incremental remainder points will be subject to the new guidelines.

3. Request the IIMC Executive Director to proactively communicate the temporary rules suspension and CMC and MMC Grace Period clarification with the membership.

Additionally, through the Strategic Plan Process, IIMC committees and other stakeholder groups will engage in discussions and offer recommendations on a wide range of policy issues, including the area of Education, known as Key Result Area #5 (KRA #5). The future design of the IIMC certification programs will garner much attention. It is unknown how changes, if any brought forward through the process to the Board of Directors will likely affect point category and annual minimum points required to maintain certification.

Relieving members have difficulty in these economic times from meeting the 4 year deadline for Recertification and 6 points per year for MMC candidates offers reassurance to our members. In time, certification candidates will still have to meet all Education, Experience, Advanced Education, and/or Professional and Social Contribution requirements before receiving the designations.

IIMC Vice President Colleen Nicol and the Professional Development Committee are here to assist you and are readily available to answer any questions or address any concerns that you might have.

Congratulations go out to:

Lori Fontella, City of Pismo Beach City Clerk on your upcoming August 24, 2009 retirement. Best wishes to you Lori!

Training Topics/Presentors

Have you recently attended a training session where you picked up valuable information and/or tools that would be of benefit to the City Clerk profession? If so, please contact Jackie Rose, Town of Los Gatos 2009-10, Incoming Program Chair, at clerk@losgatosca.gov or (408) 354-6834 and share the topic, session, and contact information on the company/agency who presented the educational session.

News to Share?

Please send Debbie Presson any articles you would like to share with your NCCCA Division Members. Send your articles to dpresson@ci.chico.ca.us.

Institute Scholarship Deadline

Institute Scholarship Applications are now being accepted for the following CCAC, MMCA (Master Municipal Clerk Academy), and TTC (Technical Track for Clerks) Institute Sessions.

November 1, 2009 is the deadline to submit your application.

MMCA (Master Municipal Clerk Academy), February 2010

Location: TBD

Registration costs: \$1,000 (submit to adjustment)

Registration: Register online at 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

TTC (Series 100), March 2010

Location: University of Riverside Extension Campus
1200 University Avenue, Riverside, CA

Registration costs: \$1,220 (subject to adjustment)

Registration: Opens Mid-January 2010 until session is full

Contact: Maureen Kane, (951) 789-8319; TTCwithKane@aol.com

TTC Series (400), June 2010

Location: University of Riverside Extension Campus
1200 University Avenue, Riverside, CA

Registration costs: \$1,200 (subject to adjustment)

Registration: Opens Mid-April 2010 until session is full

Contact: Maureen Kane, (951) 789-8319; TTCwithKane@aol.com

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

You may email your completed application (with an electronic or scanned signature) to me at dabrahamson@ci.fremont.ca.us

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.

Section 8 of the 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.

Please contact Dawn at (510) 284-4063, e-mail address: dabrahamson@ci.fremont.ca.us, or
Mail or Fax to:



SCHOLARSHIP APPLICATION

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:

- 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
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

***Note: If you fax or email your application, there is no need to forward a copy via mail.**