

# Northern California City Clerks Association

May 2009

Volume 1, Number 4

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**SPOTLIGHT – Cities of Orinda and Lafayette  
NCCCA Division Meeting  
Friday, June 19, 2009  
Veterans Memorial Building  
3780 Mt. Diablo Boulevard  
Lafayette, CA**

Co-City Clerk Hosts: Michelle Olsen (Orinda) and Joanne Robbins, CMC (Lafayette)

## Welcome to Orinda!



The City of Orinda is committed to providing excellent service to the community with a focus on public safety, sound land use planning, infrastructure improvements, and responsible fiscal management of City funds.

The City, incorporated in 1985, offers the following functions to better serve the citizens of Orinda: Police, Public Works and Engineering, Parks and Recreation, Planning, and Administrative Services. The governing board, the City Council, is comprised of five elected officials each serving four-year terms. The City Council, each year prior to adopting an operating budget, establishes Major Goals and Objectives during their public Strategic Planning Workshops. The Major Goals and Objectives set the blueprint for the City's priorities during that year.

The City of Orinda is a family-oriented community in a semi-rural valley on the east side of the Oakland/Berkeley hills in the San Francisco Bay Area.

It offers its 17,500 residents a serene setting in contrast to the more urban existence of the surrounding area. Orinda is situated immediately east of the Caldecott Tunnel on Highway 24 and is served by a Bay Area Rapid Transit District (BART) station.

The tree-studded hillsides of the 12.8 square-mile City contribute to the aesthetic beauty of this community.

## NCCCA UPCOMING MEETING SCHEDULE

June 2009 – Orinda or Placerville

September 25, 2009 – Walnut Creek (tentative date)

November 2009 – Chico

### Scholarship Deadlines

**June 1, 2009** for the CCAC Scholarships to attend the TTC and LTC Session (See article in this Newsletter for more information.)

**June 26, 2009** for the July 23 & 24 Nuts & Bolts Session in Manteca (Three \$400 full NCCCA Scholarships to be awarded!)

### Future IIMC Annual Conference

#### Cities & Dates

May 19-23, 2009 – Chicago, IL

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

### Fair Political Practices Commission Training Opportunities

September 16-19, 2009 - San Jose, CA

September 15-18, 2010 - San Diego, CA

September 20-24, 2011 - San Francisco, CA

### CCAC Annual Conference

April 28-30, 2010 – Ventura Beach, CA

Natural beauty including proximity to Tilden Park, San Pablo Reservoir, Briones Open Space and the Lafayette Reservoir.

Orinda schools are consistently ranked among the best in California. Orinda's proximity to San Francisco makes Orinda a delightful place to live and work.



Orinda Way, Orinda California 1924

Mule-drawn "Fresno Grader" working near Marshall store and gas station on Orinda Way. The first Orinda fire house is on the right.

## Lafayette, California

Lafayette is located on 15 square miles in Contra Costa County, one of nine counties of the San Francisco Bay Area. The City was incorporated in 1968, although settlement of the area began in 1848.

Lafayette is noted for its high quality of life with top rated schools, low crime rate, small town downtown, clean air, mild climate and oak tree-studded hills. Located between Berkeley and Walnut Creek, Lafayette has its own Bay Area Rapid Transit station (BART) and is only a 25 minute BART ride from San Francisco.

### History of Lafayette

Lafayette's history began more than 10,000 years ago when the Saclans, a Miwok sub-group settled here in a number of villages. In 1797, the Saclans fought a battle with the Spaniards on what was later to become Lafayette soil.

In 1847, Elam Brown, one of the first Yankee settlers in Contra Costa County, led a fourteen family wagon train through the Donner Pass just days before the ill-fated Donner party. When he arrived, Brown bought a 3,329 acre Mexican land grant called Rancho Acalanus, which is now almost all of present day Lafayette. He built his first of three homes in February of 1848, making it the first community in central Contra Costa County.

Brown and his neighbor Nathaniel Jones became farmers. Tired of the 7-10 day trip to San Jose to the nearest mill, Brown built his own horse-drawn grist mill. With business going well, Brown decided to build a steam powered mill on Lafayette Creek near First street. Once that mill was built, the commercial center of Lafayette began to grow at the present day intersection of Mt. Diablo Blvd. and Moraga Road. These first businesses were a blacksmith's shop, a bar, a general store and rooming houses.

During the 1850's redwood lumber harvested in Canyon and Moraga was hauled to Martinez for shipment to San Francisco. Lafayette became the ideal spot for people to rest, eat, drink, and repair their wagons during this long trip.

Benjamin Shreve came to Lafayette after failing to make a fortune in the Gold Rush. He built and ran Lafayette's first school. In 1857 Shreve became postmaster of the town and he decided to give it a name. It was previously called Acalanus, a different spelling of the land grant, but the town wanted an identity of its own. Previously assumed names were Dog Town, Brown's Corner, Brown's Mill, Acalanus, and Centerville. He requested the name Centerville, but it was rejected because there was another Centerville in the state. So he used his second choice, La Fayette. In 1932 it was changed to today's spelling, "Lafayette". The most historic event that occurred in Lafayette was in the early 1860's when the Pony Express rode through town stopping to get a fresh horse at what is now the intersection of Moraga Road and Mt. Diablo Blvd. It remained a quiet farming village until the post-World War II building boom when many houses were built here.



La Fiesta Square



Mt. Diablo Blvd.

## Who Was Lafayette?

The eventual "hero of two worlds," Gilbert du Motier de La Fayette, was born of nobility in France in 1757.

Lafayette's father was killed by the British in the battle of Minden in 1759, and the young Lafayette inherited a castle, a fortune, and the title of Marquis. As he reached his adolescence, Lafayette was one of the richest men in France and its most eligible bachelor. In 1774, through an arrangement, Lafayette married Adrienne de Noailles, daughter of a most powerful and well-connected French family. She was twelve and he fourteen when the marriage was arranged.

More than anything else, Lafayette wished to be a soldier and avenge his father's death. Unfortunately, when he came of age, France wasn't at war with England. So, in 1777, Lafayette—disobeying the King's orders—bought his own boat and sailed for America to fight against England and finally fulfill his dream.

Upon his arrival, the twenty-year old summarily informed George Washington that he was ready to command troops. Since, however, the young man had no combat or leadership experience, Washington rejected the plea. Washington, however, liked the earnest young man and agreed to take him under his wing. Also, it probably didn't hurt that Lafayette was enormously wealthy and influential in France—and could therefore be in a position to help the colonial cause.

In September, 1777, Lafayette's lucky star shone down on him. The British had disembarked a large body of troops in New Jersey with an intent to capture Philadelphia. The colonial army attempted to stop them with a full frontal attack. Washington, however, noticed a flanking movement by the British and dispatched a small company to deflect it. Lafayette joined this company and, after doing so, rushed to the head of the troops, urging them to charge. In the middle of the action, Lafayette was hit in the lower calf by a bullet. The wound was not so severe to endanger Lafayette's life or even his limb, but it was enough to make a hero of the bold (some say foolhardy) Frenchman who, under fire, had shed blood for the American cause.

Lafayette was perfectly poised to do what he did best—to serve as the essential Franco-American go-between, and he was most effective in his role. Throughout the remainder of the revolutionary war, Lafayette time and again badgered France into providing supplies, money, and troops to the revolutionary army.

His valor also won him the respect of American generals who gave him increasing responsibility and eventually allowed him to formally lead American troops. One evening in May, 1778, Lafayette's company was surprised by the British shortly after nightfall. Trapped, Lafayette coolly dispatched decoys to fool the English troops while evacuating the bulk of his men to safety. This cunning move further burnished Lafayette's reputation both stateside and in France.

As his reputation grew, so did his relationship with George Washington. In fact, Washington became the spiritual father that Lafayette never had, and Lafayette became the son that the impotent Washington never sired.

As a commander, Lafayette came to realize how poorly supplied the American troops were, and spent hundreds of thousands of dollars of his own fortune to fortify the colonials. His military success and generosity put Lafayette in a unique position to appeal to recalcitrant state governments. The states had varying levels of enthusiasm for the revolutionary war, and there was little central coordination. As a "disinterested observer" without a native state or regional affinity, Lafayette could cajole the states in a way that no one else could. If Lafayette hadn't served this "middleman" role, there is little doubt that the colonies would have failed in their revolutionary effort.

By 1780, the Major General Lafayette was commanding nearly 2,200 American troops and was viewed as the official representative of France to the U.S. He eventually negotiated for France to deliver substantial numbers of troops, and in 1781 eighteen hundred French sailors arrived. Lafayette marched his troops to Yorktown, where the British had decamped a large portion of its army. On October 6, the allies attacked and by noon on October 19<sup>th</sup>, the British surrendered in what was to be their largest defeat. It was a resounding victory, led by Washington, but impossible without Lafayette.

Returning to France, Lafayette's love for liberty led him to join the noblemen who favored a revolution of their own. After the revolutionaries stormed the Bastille in 1789, Lafayette was made commander in chief of the new national guard, organized to safeguard the Revolution's secure place in France.

In the following months, however, Lafayette became dismayed at the growing and violent excesses of the revolutionaries and came to believe that France was not ready for a pure democratic revolution. He thus championed a limited monarchy with a democratically elected senate. Such a monarchy, however, was overthrown in 1792 and Lafayette's now-compromised position left him branded as a traitor. To escape arrest and Robespierre's guillotine, Lafayette fled to Belgium where he was imprisoned by the Austrians.

For five years, from 1792 to 1797, Lafayette remained captive in a damp, moldy Prussian prison cell without heat, light, or decent food. The harsh treatment scandalized a substantial portion of the civilized world, including his wife Adrienne. So troubled was she that Adrienne successfully pleaded with the King of Prussia to allow her—and the two Lafayette daughters—to be jailed alongside the Marquis. The reunited Lafayettes were treated like animals and it was a wonder that the two girls remained relatively healthy.

Finally, in 1797, after a letter writing campaign that included contributions from James Monroe and now-President George Washington, Napoleon released Lafayette. Despite the favor of Clemency, Lafayette disapproved of Napoleon's rule and therefore assumed a low political profile. After Napoleon was overthrown and the monarchy restored, Lafayette remained generally inactive until the people were again seriously oppressed. He then rose to lead the opposition and, in 1830, he took part in his third national revolution. Now seventy three years of age, Lafayette commanded the Army of the National Guard that drove Charles X from France and placed on the throne Louis Philippe, the so-called "citizen king".

In 1824—nearly 50 years after his first victory in America, Lafayette toured the United States on a farewell tour. During this visit, the U.S. Congress voted to give him \$200,000 (worth the equivalent of \$3 million 1983 dollars) and twenty-five thousand acres of Federal lands. This was a welcome gift, for his own property had been taken during the French Revolution. During his tour, Lafayette visited Fayetteville, North Carolina and noted that many other towns and cities in the fast-growing United States had chosen to name themselves after the famous French hero who had played an essential role in defeating the British (Note: it wasn't until 1857, however, that Benjamin Shreve, postmaster of a small, oak-studded farming town in Northern California learned that his first choice for a town name, Centerville, was already taken and settled on Lafayette, instead).

Finally, on May 20, 1834, at the age of seventy-six, Lafayette pressed a medallion bearing a portrait of his beloved Adrienne to his lips and succumbed to a months-long bout with pneumonia.

# June 19, 2009 NCCCA Division Meeting

The June 19, 2009 NCCCA Division meeting's Program Title: "Lafayette and Orinda City Attorney's Review of Legal Documents in Public Records and Election Campaign Law." This Program is being offered by Melanie Donnelly – Best, Best & Krieger; and Osa L. Wolff, Shute, Mihaly & Weinberger, LLP.

The NCCCA Division Board hopes to see as many of you in the Orinda/Lafayette Division Meeting! Look for the announcement soon to be e-mailed to you.

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## March 13, 2009 NCCCA Division Program

The March 13, 2009 Calistoga meeting had approximately 33 City Clerks, Deputy City Clerks and District Clerk professionals in attendance. The title for this meeting: "Tips and Tools for Successful Succession Planning." This session was presented by Nancy Hetrick, Records Management, Inc., Senior Manager. Nancy has authorized the inclusion of her PowerPoint handout in the Newsletter. I told her that many City Clerk's are not able to attend our Division meetings and that the information would be great to make available. She agreed! Below are Nancy's results to the NCCCA's Division of "Core Competency Brainstorm" results, with input from those in attendance.

Succession Planning Training

March 13, 2009

**Results of Core Competency Brainstorm**

**Results of Core Competency Brainstorm**

NCCCA succession planning training participants brainstormed the core competencies (skills and abilities) that are necessary for success in the position of City Clerk. Identifying and communicating necessary core competencies can inform many elements of succession planning activities.

The following list reflects common themes raised in response to the question, "What are the core competencies necessary for success as a City Clerk?"

- Customer Service-Orientation
- Diplomacy and Neutrality
- Openness and Transparency
- Political Savvy
- Effective Communication
- Interpersonal Effectiveness
- Technical Knowledge
- Leadership
- Resilience
- Time-Management and Attention to Detail
- Program and Project Management
- Ethics

The themes were surfaced following small group breakout discussions. The complete list of competencies brainstormed in these small groups is included below:

- |                                   |                                      |
|-----------------------------------|--------------------------------------|
| - Educator                        | - Sense of Humor                     |
| - Big Picture Perspective; Vision | - Patience                           |
| - Planner                         | - Ability to read and interpret code |
| - Counselor                       | - Open and Transparent               |
| - Fearlessness                    | - Ability to pick your battles       |
| - Critical thinking               | - Endurance                          |
| - Active listener                 | - Influence; persuade                |
| - Ability to meet deadlines       | - Time-Management                    |
| - Attention to Detail             | - Researcher                         |
| - Resourcefulness                 | - Multi-tasker                       |
| - Public speaking                 | - Strong writer                      |
| - Party planner; organizer        | - Adaptable; Flexible                |
| - Program & Project Management    | - Political savvy                    |
| - Accountability                  | - Diplomacy; tactful                 |
| - Detail-oriented                 | - Leadership                         |
| - Problem solver                  | - Communicator                       |
| - Thick-skinned                   | - Ethical                            |



Lorrie Brewer, Program Chair, Introducing  
Our speaker of the Day - Nancy Hetrick  
(sitting)



Susan Sneddon, Calistoga City Clerk, confirming  
attendees at the NCCCA Division meeting



NCCCA Division Members listening to our  
Educational Speaker



Lorrie Brewer, Program Chair



Rod Diridon, Jr., NCCCA Chair applauding and Thanking our March 2009 Educational Speaker



Marion Handa, NCCCA Division Treasurer, Always, taking care of our expenses



# ANNUAL CCAC CONFERENCE

The annual CCAC Conference held on April 22-24, 2009 offered wonderful educational sessions, great speakers, opportunities for City Clerks to meet others/rebuild bonds, and had a successful Silent Auction event that resulted in \$3,176 being raised for the educational fund. Several City Clerks participated in the wine tasting event held at Clos Du Bois Winery. There was plenty of food and wine to sample. Our very own CCAC President Margaret Roberts could be seen serving up the wine behind the counter. What a royal treat for us!

I heard positive comments about the Tuesday, April 21 Academy Session entitled "The General Connection: Bridging the Gaps" presented by Kathy Harris and her daughter.

A BIG THANK you goes out to the CCAC Board for attaining 7.88 MMC/CMC/Recertification IIMC points; and for those of you who attended the April 21 Academy session, you are entitled to 3.38 MMC/CMC/Recertification IIMC points.

# NCCCA Scholarships Available!

The Northern California City Clerks Association will be awarding three \$400 scholarships for the Manteca Nuts & Bolts session to be held July 23 - 24, 2009. Applicants may fax or mail the completed NCCCA scholarship application to Cynthia Garcia, CMC, Assistant City Clerk, 708 Third Street, Brentwood, CA 94513. The fax number is (925) 516-5441 and phone number is (925) 516-5440. The deadline for filing an application is Friday, June 26, 2009.

## Scholarship Deadline Approaches!

Please note that June 1, 2009 is the deadline to submit your Scholarship Application for the following CCAC LTC (Leadership Track for Clerks) And TTC (Technical Track for Clerks) Institute Sessions:

LTC (Leadership Track for Clerks), August 16-21, 2009

Location: La Casa de Maria, 800 El Bosque Road, Santa Barbara

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 300), September 8-11, 2009

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

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. The scholarship application/policy is also available on the CCAC website at the following link: [http://www.californiacityclerks.org/Scholarship\\_Information.10.0.html](http://www.californiacityclerks.org/Scholarship_Information.10.0.html)

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

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.

Contact Dawn Abrahamson with your educational goals at: (510) 284-4063 or [dabrahamson@ci.fremont.ca.us](mailto:dabrahamson@ci.fremont.ca.us)

# IIMC Annual Conference

The IIMC Annual Conference in Chicago, Illinois takes place on Tuesday, May 19, 2009 through Saturday, May 23, 2009)! DON'T FORGET YOUR CITY PINS FOR THE COVETED PIN EXCHANGE! Look for the next NCCCA Division Newsletter for highlights of this conference.



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## Congratulations go out to:

**Dawn Abrahamson (Fremont City Clerk): 2009 CCAC Clerk of the Year;**  
**Geri Johnson (Holister City Clerk): 2009 CCAC Presidential Award of Distinction for Humanitarianism; and**  
**Rod Diridon, Jr. (Santa Clara City Clerk), NCCCA Chair, on his upcoming wedding**

# NEWS FROM THE IIMC INCOMING VP

## Incoming IIMC Vice President Reflections

By Colleen J. Nicol, MMC

As the Chicago IIMC annual conference approaches, I reflect upon the frenzy of travel since this time last year. I now pause and reflect in anticipation of reciting the oath of office that will lead to my year as President of the International Institute of Municipal Clerks.

The words of encouragement, enthusiasm, personal financial contributions, fundraisers, Division raffles and contributions from limited budgets, warm strong hugs, humbling applause, sharing who Colleen is to those who ask, and deep warm friendships have been my strong back, clear head, and drive.

I promise to remember who IIMC is...the members. California and Region IX are my "home". As I represent the full IIMC membership, know you are my foundation. Expect me to call upon you to serve during my continuing leadership years.

Thank you from the bottom of my heart. I will not disappoint you.



Colleen Nicol  
Incoming IIMC Vice President

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# ECM - What's it meant to you?

by Catherine Raynor, CMC - City of Monterey

During economic times such as those that face us right now, it's hard to keep our eyes on the distant future. This article is intended to make you do just that, and to possibly uplift you, energize you, and to just plain share my enthusiasm.

So, what is Enterprise Content Management (ECM)? I could probably fill up a single issue of this newsletter telling you about ECM and still not cover all that ECM can do. Let me begin by saying, it definitely isn't another scanning project or another way to do agenda management. Think bigger. ECM is a set of software management tools that will help you unite your City departments regardless of the fact that they are in disparate locations across your City. ECM provides you and your City staff with the tools to work smarter, not harder while using a professional and reliable set of tools. Is it a panacea? No, but it could feel like one to cities that have not automated records management, routine processes, and have no vehicle for sharing information within the organization or with its constituency. Can it really do all that? Yes. ECM has the potential to revolutionize how we do things, **from the simplest tasks that we do every day to the most complex processes**. It could have a more profound impact on us than e-mail has made on our day-to-day lives.

There is definitely significance in the name. '*Enterprise*' means you are using a tool that will let you think and act globally, citywide and possibly further. '*Content*' means it can handle all types of information. Call it what you want, but it can handle paper records, electronic records and any other media types that you have that are official records or that you use on a day to day basis. '*Management*' is necessary to do anything well consistently. ECM manages and supports City services and processes beautifully.

ECM centralizes content across the City organization, allowing access to that content by employees and the public with security protections in place. It enables collaboration on projects by employees in disparate offices and automates many time-consuming manual processes. ECM leverages your existing networked computing environment to create a more dynamic information infrastructure that will empower employees to meet service expectations and new organizational requirements. It gives you and your organization the flexibility to change and meet new situations. More importantly, it provides you with authentic, accurate and reliable information for decision making. Therefore, ECM increases productivity, government transparency, and the quality of information available to the City Council, Boards & Commissions, City executives, management, staff, and the public.

So, am I talking about scanning? Yes. Am I talking about agenda management? Yes, but a heck of lot more. How can you make ECM work for you at your location? Do your research, develop a plan with a broad vision, plan as a team not as an individual, and take all the necessary baby steps along the way. You'll get a great return on your investment even in these economic times. One of the best things you can do is become a member of [AIIM](#) and [ARMA](#) for both these organizations have unlimited training opportunities to help you learn about ECM. There are dozens of vendors out there that provide ECM software and services, the key is defining what works for your organization first.

You may ask why am I suggesting this now. Creating the right ECM environment takes time and forethought. So, if you start today, you can be ready when you do have the funds. If you are lucky enough to have funds for infrastructure, don't forget to do all the necessary fundamentals. And of course, if you want to know more, give me a call.

Let me close with a few bullets on what we hope to do at the City of Monterey.

- Enable City staff and citizens 24/7 access to information they are authorized to see - right from the desktop
- Streamline Citywide many of our labor intensive manual business processes - including sending documents electronically throughout the City for review and approvals (i.e. contracts, deeds, staff reports, personnel action forms, invoices, customer response management, etc.)
- Intelligently capture and file paper and electronic documents (including relevant e-mails)
- Facilitate compliance with e-discovery statutes and the California Public Records Act
- Provide a central search engine for all of the City's records and other important content
- Centrally secure and monitor content document creation, maintenance, and access

- Automate the City's records management policy and retention schedule
- Help the City achieve its "green" objectives by reducing paper use and carbon footprint as staff and the public access information electronically
- Protect our cultural, historical, and informational assets with a disaster recovery service
- Catherine Raynor, CMC  
Senior Assistant City Clerk  
City of Monterey, City Hall  
Monterey, CA 93940  
(831) 646-3935  
(831) 646-3702 FAX

Links to AIIM and ARMA:

<http://www.aiim.org/>  
<http://www.arma.org/>

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# Retirement Decision

Article submitted by Irma Torrez

In the last NCCA Division newsletter, I wrote an article about the City of Morgan Hill's budget problems, like many other cities are facing. As a means to reduce the expenditures in the General Fund, and to avoid inevitable layoffs, the Morgan Hill City Council adopted a resolution in January 2009 that authorized a Golden Handshake: offering two additional years of service credit to individuals who were at the retirement age of at least 50 years old. My position as the Council Services & Records Manager happened to be one of the positions being offered the Golden Handshake. Those individuals wanting to accept the Golden Handshake offer had to retire by Friday, May 1, 2009. I struggled with this decision for five months and have discussed my dilemma with many of you. The struggle I had in accepting the golden handshake was the knowledge that the City would need to eliminate or downgrade the Management position of the Council Services & Records Manager to a mid-manager position. However, when you have a husband at home who has been retired for a year, asking you to join him in retirement and having three grandchildren who need nana (grandmother) and papa (grandfather), you give serious thought to retirement.

As of May 1, 2009, 4:19 p.m., the Human Resources Director had to pry a letter of retirement from my hands (almost literally). What will assist me in transitioning from a full time job/career that I totally enjoy and love is the fact that I will remain the City of Morgan Hill's elected City Clerk until December 2012. I look forward to working with the individual who will take on the mid manager position of Council Services & Records Coordinator. Many of

you may have seen the recruitment notice in the CCAC's website. I just want you to know that this is a great organization to work for and a wonderful group of staff members to work with in case you or someone you know may be interested in this position.

I want you to know that I have enjoyed meeting so many of you at CEPO, the NCCCA Division meetings, the annual League of CA Cities New Law & Election Seminars, the annual CCAC conferences, and the IIMC international conferences. I will continue to attend as many of the conferences as possible and hope to continue the bonds and friendships I developed over the past 10 years. You all have been my lifelines in this profession and I hope that you do not mind if I continue to use you as lifelines. For those of you who I did not have the opportunity to meet over the course of 10 years, it has been my loss. I have tried to meet someone new at each City Clerk meeting, conference and/or function and will continue to do so.

I have truly enjoyed serving on the NCCCA Board for the past six years and plan to complete my term as your NCCCA Division Newsletter editor. Please consider serving on the NCCCA Division or CCAC State Board sometime in the future. It is truly a rewarding experience and you get to develop close bonds and friendships with many other city clerks.

Thank you to all the Santa Clara County City Clerks for your support and friendship.

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## 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 Santa Cruz City Clerk Lorrie Brewer, Program Chair at [lbrewer@ci.santa-cruz.ca.us](mailto:lbrewer@ci.santa-cruz.ca.us) or (831)420-5038 and share the topic, session, and contact information on the company/agency who presented the educational session.**

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# News to Share?

Please send Irma Torrez any articles you would like to share with your NCCCA Division Members. Send your articles to [irma.torrez@morganhill.ca.gov](mailto:irma.torrez@morganhill.ca.gov).



**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:

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

<b>June 1st Deadline</b>	
<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

(Deadline to file: June 26, 2009; three \$400 full-ride scholarships will be awarded for the July 23-24, 2009, session in Manteca - *for Northern California City Clerks only*)

**PLEASE PRINT OR TYPE**

Name (Last Name First): \_\_\_\_\_

City: \_\_\_\_\_ | Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

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Z  
i  
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c  
o  
d  
e

Phone : \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Date appointed/elected to present position: \_\_\_\_\_

CCAC member since: \_\_\_\_\_ (must be a member of CCAC)  
*month/year*

Have you received a NCCCA scholarship before? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, describe \_\_\_\_\_

*Please Note: Applicant must have never received a previous NCCCA scholarship for the session they are requesting.*

Are you working towards CMC, MMC or Recertification? \_\_\_\_\_  
\_\_\_\_\_

Have you served on any committees? \_\_\_\_\_

\_\_\_\_\_

Current funding available in budget for travel, conferences, training, etc. (*dollar amount & brief explanation*):

\$ \_\_\_\_\_

\_\_\_\_\_

Attendance at NCCCA Division meetings:      Regular:      Seldom:      Never: \_\_\_\_\_

If seldom or never, why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**POSITION: CIRCLE ONLY ONE in this category:**

A. City Clerk; Chief Deputy Clerk, Deputy City Clerk, or Assistant 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 - \_\_\_\_\_

**OTHER ITEMS**

A. 1 point per year for CCAC membership \_\_\_\_\_

B. 1 point per year for IIMC membership \_\_\_\_\_

C. 1 point per year for officer in Division or State  
(maximum 10 points) \_\_\_\_\_

**TOTAL POINTS:** \_\_\_\_\_

SEND APPLICATION TO: NCCCA Scholarship Chair, Cynthia Garcia, Assistant City Clerk, City of Brentwood,

708 Third Street, Brentwood, CA 94513 fax: (925)  
516-5441 phone: (925) 516-5440  
email: cgarcia@ci.brentwood.ca.us

I hereby submit this application for scholarship funding available from NCCCA. I understand my application will be evaluated by the Scholarship Committee, based on criteria established by NCCCA. The information supplied hereon is true and correct to the best of my knowledge.

Signature \_\_\_\_\_ City \_\_\_\_\_

**PLEASE COMPLETE ALL AREAS OF THE APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

\_\_\_\_\_  
(To be completed by Scholarship Chair)

Date received: \_\_\_\_\_

Sent to

Division on: \_\_\_\_\_

Scholarship granted by Board on \_\_\_\_\_

Denied \_\_\_\_\_

\_\_\_\_\_

**NORTHERN CALIFORNIA CITY CLERKS ASSOCIATION  
SCHOLARSHIP APPLICATION  
Nuts & Bolts  
2009**

(Deadline to file: June 26, 2009; three \$400 full-ride scholarships will be awarded for the July 23-24, 2009, session in Manteca - *for Northern California City Clerks only*)

**PLEASE PRINT OR TYPE**

Name (Last Name First): \_\_\_\_\_

City: \_\_\_\_\_ | Title: \_\_\_\_\_

**Business**

Address:

(include zip code)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Date appointed/elected to present position: \_\_\_\_\_

CCAC member since: \_\_\_\_\_ (must be a member of CCAC)  
*month/year*

Have you received a NCCCA scholarship before? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, describe \_\_\_\_\_

*Please Note: Applicant must have never received a previous NCCCA scholarship for the session they are requesting.*

Are you working towards CMC, MMC or Recertification? \_\_\_\_\_

Have you served on any committees? \_\_\_\_\_

Current funding available in budget for travel, conferences, training, etc. (dollar amount & brief explanation):

\$ \_\_\_\_\_

Attendance at NCCCA Division meetings: Regular: \_\_\_\_\_ Seldom: \_\_\_\_\_ Never: \_\_\_\_\_

If seldom or never, why? \_\_\_\_\_

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

**POSITION: CIRCLE ONLY ONE in this category:**

A. City Clerk; Chief Deputy Clerk, Deputy City Clerk, or Assistant 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 - \_\_\_\_\_

**OTHER ITEMS**

A. 1 point per year for CCAC membership \_\_\_\_\_

B. 1 point per year for IIMC membership \_\_\_\_\_

C. 1 point per year for officer in Division or State  
(maximum 10 points) \_\_\_\_\_

**TOTAL POINTS:** \_\_\_\_\_

SEND APPLICATION TO: NCCCA Scholarship Chair, Cynthia Garcia, Assistant City Clerk, City of Brentwood,

708 Third Street, Brentwood, CA 94513 fax: (925)  
516-5441 phone: (925) 516-5440  
email: cgarcia@ci.brentwood.ca.us

I hereby submit this application for scholarship funding available from NCCCA. I understand my application will be evaluated by the Scholarship Committee, based on criteria established by NCCCA. The information supplied hereon is true and correct to the best of my knowledge.

Signature \_\_\_\_\_

City \_\_\_\_\_

**PLEASE COMPLETE ALL AREAS OF THE APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

\_\_\_\_\_  
(To be completed by Scholarship Chair)

Date received: \_\_\_\_\_

Sent to Division on: \_\_\_\_\_

Scholarship granted by Board on \_\_\_\_\_

Denied \_\_\_\_\_

**SCHOLARSHIP POLICY**

**STATEMENT OF PURPOSE:**

The purpose for the Northern California City Clerks Association Scholarship Program is to promote education and encourage Clerks to pursue professional and personal development through attendance at IIMC recognized Certified Municipal Clerk (CMC) Institutes and IIMC approved Master Municipal Clerk (MMC) Programs.

**CRITERIA:**

1. Applicant must be a paid member of the City Clerks Association of California (CCAC) and the International Institute of Municipal Clerks (IIMC) for at least one year at the time of application. (Time waived for Nuts & Bolts)
2. Basic Institute scholarships will be awarded for registration fees.
3. Advanced training scholarships will be awarded to members with the CMC designation for attendance at IIMC approved MMC training programs.
4. Applicant must have attained a minimum of 30 points. If there is a tie in points, breaker factors will include the length of CCAC membership, length of municipal services, and professional organization activity. (Minimum points waived for Nuts & Bolts)
5. A limit of one scholarship per person per fiscal year will be awarded unless uncommitted monies remain for such requested second scholarship.
6. Monies will be distributed equally among those chosen to receive the scholarship awards. 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 budget year.
7. NCCCA will reimburse scholarship money to the applicant upon receipt of verification of completion of session.
8. Scholarships will be awarded in the following priority order based on applicants meeting the requirements of Criteria 1, 2, and 3:

First Priority:

City Clerks

Second Priority:

Deputy or Assistant City Clerks serving under a City Manager with the title of City Clerk.

Third Priority:

Other Deputy or Assistant City Clerks.

Fourth Priority:

Other positions in the City Clerk's Office

The following categorical order will apply:

Category 1 – 1<sup>st</sup> Priority

Regular Sessions

Category 2 – 2<sup>nd</sup> Priority

Advanced Sessions

Category 3 – 3<sup>rd</sup> Priority

Training of Trainers Sessions