

Northern California City Clerks Association

March 2009

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**SPOTLIGHT – City of Calistoga
NCCCA Division Meeting
Friday, March 13, 2009
All Seasons Bistro
1400 Lincoln Avenue
Calistoga, CA 94515**

City Clerk Host: Susan Sneddon, CMC



History of Calistoga

More than 500 years ago, members of the Wappo tribe discovered a natural volcanic hot springs in a valley near the base of Mount St. Helena. The first American settlers began to arrive in the area in the 1840's and news of a hot springs with "healing powers" spread quickly to nearby communities.

Samuel Brannan first visited the upper Napa Valley in 1872, drawn by tales of a hot springs with "healing powers". After he visited the region, Brannan decided to build a hot springs resort to rival Saratoga Springs, New York, which catered to wealthy visitors from all over the world. Brannan purchased more than 2,000 acres and sold off plots of land to finance his

dream – Calistoga, Hot Springs of the West.

After Brannan opened his Hot Springs Hotel in 1862, wealthy San Franciscans journeyed to Calistoga during the summer months to relax and enjoy the natural volcanic hot springs. To simplify the long, overland journey, Brannan and a group of businessmen built a railroad that streamlined travel to the upper Napa Valley. [The Napa Valley Wine Train](#) recreates this historic journey in lavishly restored 1915-1917 Pullman dining and lounge cars on its daily round-trip service from Napa to St. Helena.

In 1880 Robert Louis Stevenson and Fanny Vandegriff-Osbourne spent their honeymoon in Silverado, an abandoned mining camp on Mount St. Helena. In the opening chapter of [The Silverado Squatters](#), Stevenson describes his first

NCCCA UPCOMING MEETING SCHEDULE

March 13, 2009 – Calistoga, CA

June 5, 2009 – South Lake Tahoe
(tentative date)

September 25, 2009 – Walnut Creek
(tentative date)

CCAC Annual Conference

April 22-24, 2009; Rohnert Park, CA

TTC

March 10-13, 2009 (200 Series)
University of Riverside Extension
Campus

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



impression of the City of Calistoga. "It is difficult for a European to imagine Calistoga, the whole place is so new, and of such an accidental pattern; the very name, I hear, was invented at a supper-party by the man who found the springs."

In 1920 Giuseppe Musante, a soda fountain and candy store owner, was drilling for a cold-water well at the Railway Exchange in Calistoga when he

struck a hot springs geyser. In 1924 Musante set up a bottling line and began selling Calistoga Sparkling Mineral Water. In the 1970's, Elwood Springer bought the small bottling plant and Calistoga Mineral Water became a popular national brand. Today, the Calistoga Beverage Company, bottles its famous Calistoga® Brand Mineral Water from the same natural source.

Visitors still arrive in Calistoga from all over the world to enjoy the fine dining and local wineries, relax in the natural hot springs and volcanic mud baths, bicycle among the vineyards, and hike among the wild, pristine beauty of the Mayacamas Mountains.

Calistoga, California, sits in the end of the Napa Valley like a cork in a wine bottle. Few Napa visitors drive far enough past the northernmost "Welcome to Napa" sign to find this small place, its early 1900s main street only a few blocks long.

One of California history's greatest characters gave Calistoga its name. Sam Brannan, who once owned most of the town, was asked what he planned to do with his northern Napa property. He intended to make it the Saratoga Springs of California, but with his diction slurred by alcohol Brannan replied, "I'm going to make it the Calistoga of Saraformia!"

Calistoga's small town ambience, coupled with sophisticated dining and shopping, make it a favorite of many wine country visitors. Underground thermal features give rise to natural hot spring spas here. Grapevines and vineyards sprout in the surrounding countryside, and it's all so compact that you can leave your car parked for an entire weekend.



Calistoga Lincoln Avenue

Will I Like Calistoga?

Calistoga is California's spa town, with natural hot springs and mud bath spas to relax the tensest of visitors. It's a low-key place compared to the rest of the Napa Valley and with lodging right in town, it's an easy place to have an automobile-free weekend.

6 Great Things to Do in Calistoga

- **Spa-a-a-h!:** Calistoga calls itself the "Spa Capitol of northern California," and the title is well-deserved. With more than two dozen spas and massage therapy salons in town, the only stress you'll have to deal with is picking which one to go to.
- **Wine Tasting, Winery Tours:** Top wineries near Calistoga include [Schramsberg](#) (sparkling wine).
- **Ca'Toga:** Italian artist Carlo Marchiori's whimsically-decorated, Palladian house [Villa Ca'Toga](#) is open for tours on Saturdays from May through October, and his works are on sale at his [Ca'Toga Gallery](#) in downtown Calistoga.
- **Old Faithful Geyser:** It's one of the few geysers in the world that erupt regularly.
- **Safari West:** Take a mini-safari through this 400-acre wildlife preserve.
- **Shop Lincoln Avenue:** You'll find some nice art galleries, bookstores and other fun shops here.

Best Time to Visit Calistoga

Calistoga is fun in any season, but it's quietest in late fall and winter.

Getting to Calistoga

Calistoga is about 75 miles north of San Francisco and 27 miles north of the town of Napa, in the north end of Napa Valley. Take U. S. Highway 101 north across the Golden Gate Bridge and exit at CA 37 East (exit 460A). Go north on CA 29.

March 13, 2009 NCCCA Division Meeting

The March 13, 2009 NCCCA Division meeting's topic is "Tips and Tools for Successful Succession Planning." This session is to be presented by Nancy Hetrick, Records Management, Inc., Senior Manager.

There are a few of us with retirement in the back of our minds. This will be a good way to start thinking about training an up and coming future City Clerk.

January 16, 2009 NCCCA Division Program

The January 13, 2009 San Ramon meeting had approximately 33 City Clerks, Deputy City Clerks and District Clerk professionals in attendance. The title for this meeting: "Preparing for a Disaster – We Can't Wait!"

Cathy Wesfeldt, CRM, National Archites & Record Administration Senior Records Analyst covered disaster planning and vital records programs; including lessons learned from the devastating fire at the National Personnel Records Center in 1973. This was a very informative session and Clerks in attendance walked away with valuable disaster planning of vital records.

On January 21, 2009, Lorrie Brewer, NCCCA Division Program Coordinator, received this follow-up e-mail from Ms. Westeldt. Lorrie asked that this e-mail be shared with you.

From: Cathy Westfeldt [<mailto:Cathy.Westfeldt@nara.gov>]
Sent: Wednesday, January 21, 2009 3:35 PM
To: Lorrie Brewer
Subject: Follow Up to NCCCA Meeting, 1/16/09

Hi Lorrie:

I really enjoyed meeting the city clerks group last Friday. I hope I gave them lots to think about. Thanks for inviting me!

I wanted to follow up on two things that came up during the presentation. Attached is the workshop schedule for FY09, NARA Pacific Region, which I neglected to bring.

And in response to the question re: where to find information and/or standards about storage and protection of records, below are several resources. Would you forward this information to the group? Thanks.

Cathy

Cathy Westfeldt, CRM
National Archives and Records Administration
Pacific Region
Laguna Niguel, CA
949-360-2642

Standards and Information re: Storage/Protection of Records:

NFPA 232 - Standard for the Protection of Records, 2007 Edition; Order at: www.techstreet.com

36 CFR Part 1228, Subpart K - Facility Standards for Records Storage Facilities (NARA);
<http://www.archives.gov/about/regulations/part-1228/k.html>

Records Storage Facility Standards Toolkit (NARA); <http://www.archives.gov/records-mgmt/storage-standards-toolkit/>

A number of pertinent resources come up if you search on the keyword "storage" in the ARMA bookstore (several of them are free if you're an ARMA member): <http://www.arma.org/bookstore/Search.cfm>

CoSA web page for Records Center Operations (links to states' online information):
http://www.statearchivists.org/arc/states/res_rcen.htm



A Photo of Cathy Westfeldt



Another Photo of Ms. Westfeldt



**Geri Johnson & Rene Elliot
Catching up**



**Susan Gauthier-Deputy City Clerk
City of Fremont**



ANNUAL CCAC CONFERENCE

Just a reminder not to miss out on the opportunity to learn new things, meet new people, and have some fun!

Academy Session on Tuesday, April 21, 2009

(Separate registration fee of \$175)

This session will be “The Generational Connection: Bridging the Gaps” with Kathy Harris (3.38 MMC/CMC/CMC Recertification Points for this course)

General Session Wednesday, April 22, 2009 - Friday, April 24, 2009

The program includes General Sessions by the following:

- Kathy Harris ~ “Improved Listening Strategies – Did I hear you correctly?”
- David Jones ~ “Courage to Lead”
- Diana Schlott ~ “Best Practices for Motivation: Motivating yourself and others during tough economic times”
- Matthew Beslisle ~ “Technical Writing”
- Judy Sumich ~ “Creation Solutions: From whose point of view”

Registration is available at www.regonline.com/CCAC2009. Cost for registration will be \$395 **early bird** (by March 20th) / \$425 regular (after March 20th).

The host hotel is the DoubleTree Hotel, Sonoma Wine Country, with a rate of \$125 plus tax (this rate expires on March 20th so book your room in advance).

IIMC EDUCATIONAL POINTS

The 2009 CCAC Annual Conference Educational Committee submitted the necessary paperwork for this conference to the IIMC Education Department.

Based upon IIMC’s assessment of the sessions offered, the following educational points have been approved:

Total amount of points for anyone attending the entire conference, excluding the Academy is 7.88 MMC/CMC/Recertification.

For those who attend the Academy to be held on Tuesday, April 21 and attend the entire conference (all sessions), you will receive a total of **11.26 MMC/CMC/Recertification points**.

Breakdown of points is as follows:

Academy, April 21

"The Generational Connection: Bridging the Gaps"

3.38 MMC/CMC/Recertification

Annual Conference

Wednesday, April 22

1. "Improved Listening Strategies - Did I hear you correctly?"

1.63 MMC/CMC/Recertification

2. "Courage to Lead" **1.5 MMC/CMC/Recertification**

Thursday, April 23

1. "Best Practices for Motivation: Motivating Yourself and Others in Tough Economic Times" **1.75**

MMC/CMC/Recertification

2. "Techniques of Technical Writing"

1.5 MMC/CMC/Recertification

Friday, April 24

1. "Creating Solutions: From whose point of view"

1.5 MMC/CMC/Recertification

These sessions are worth attending and garnishing these coveted IIMC Educational points!

CCAC Silent Auction Items Needed!

Silent Auction Items are needed for the CCAC April 21-24, 2009 Conference. City Clerk's are being asked to put together a basket or send a single item – anything you can think of would be great. This is a lot of fun and a great way to raise money for the CCAC scholarship fund. The Silent Auction form is available on the CCAC website! Contact Cindy Van Wormer, City Clerk, City of Fort Bragg at (707) 961-1694 or at cvanwormer@fortbragg.com

Note: Patrice Olds, NCCCA Vice-chair, is putting together a Northern Division silent auction basket. If you have a gift to contribute to the Northern Division Silent Auction basket, especially gift cards, contact Patrice at (925) 943-5819 or olds@ci.walunt-creek.ca.us.

IIMC Annual Conference

The next IIMC Annual Conference will be held in Chicago, Illinois from Tuesday, May 19, 2009 through Saturday, May 23, 2009

**Several Master Municipal Clerk Academy (MMCA) Sessions will be offered in Chicago. For additional information, go to the IIMC's website:
www.iimc.com/Conference/2009_MMC_Academy.pdf**

Pre-registration and payment of a \$189.00 fee is required to attend MMCA Academy Session. In order to receive points, each participant will be required to complete a practicum within one month of the session.

Master Municipal Clerk Academy Points

Master Municipal Clerk Academy attendees can earn two points for each Academy attended for a possible total number of eight points.



NCCCA "Nuts & Bolts" Cancelled

Dawn Abrahamson, our CCAC Professional Development Director, recently announced that the NCCCA Division Nuts & Bolts Workshop in Redding has been canceled due to the lack of registrants. Dawn states that the Central Division will host a July/August Nuts & Bolts in Manteca and the Southern Division will host one in September/October. Stay tuned for the announcement of these training session opportunities.

If you have any general education questions, please contact Shirley Concolino, our Northern Division Professional Development Representative at (916) 808-7200 or sconcolino@cityofsacramento.org.

Congratulations Go out to...

...Rick Caldera, former Lathrop City Clerk and former CCAC Communications Director, on accepting the Legislative Director position for the City and County of San Francisco;

...Margaret Wimberly, Brentwood City Clerk, in her appointment to fill Rick's unexpired term as the Communications Director;

...Susan Kitchen, Los Altos City Clerk, in her appointment as a Trustee to fill an unexpired term on the NCCCA Board created by the resignation of former Trustee Janice Clark; and

...Colleen Nicol for running unopposed in her bid for IIMC Vice-President. Colleen will be taking the oath of office at the annual IIMC Conference to be held in Chicago in May 2009. Start making your plans to attend the annual IIMC conference to be held in May 2011 in Nashville, Tennessee to see Colleen be sworn in as our IIMC President. Colleen will be presiding over the IIMC annual conference to be held in Portland, Oregon in May 2012.



Colleen Nicol

Kudos & Thank You!

Kudos and Thank You go out to **Shalice Reynoso**, CCAC Legislative Director, for keeping us up to date with legislative information, including the fact that County Registrar of Voters Offices may have extended the May 19, 2009 Special Election filing deadlines.

CCAC Scholarships

CCAC Scholarships

The CCAC is offering an additional scholarship opportunity through a Pilot Alternative Scholarship Program recently approved by the CCAC Board. This program offers scholarships for members to attend a CCAC Nuts & Bolts session, MMC (one day) Academy session, or to participate in an IIMC Online Learning Institute Course. Application Deadline is May 1, 2009. A total of 16 \$300 scholarships will be awarded no later than Jun 1, 2009 to be used July 1, 2009 through June 30, 2010.

If you are interested in applying for this scholarship, you can download an application from the CCAC web site at www.californiacityclerks.org and forward for processing to Dawn Abrahamson, CCAC Professional Development Director, c/o Fremont City Clerk's Office; P.O. Box 5006; Fremont, CA 94537-5006 or e-mail to dabrahamson@ci.fremont.ca.us.

You may want to consider this scholarship opportunity; especially with the budget cuts that most of us are experiencing.

FPPC Form 700 Filings

Thank you Patrice Olds for hosting an FPPC workshop in Walnut Creek on Tuesday, February 24, 2009! Those of us in attendance walked away with more knowledge about our obligations as a filing officer/official. Hopefully, all City Clerks have sent out notifications to Form 700 filers about their obligations to file by the April 1, 2009 filing deadline.



**NCCCA Division Trustee Shawna Freels
With her assistant Jenny (left) and
Gina from the South County Regional Wastewater Authority
Attending the FPPC workshop in Walnut Creek**

An FPPC workshop is scheduled to take place in Southern California as follows:

Thursday, March 12, 2009
2:00pm to 4:00pm
Los Angeles County Board of Supervisors
Board Hearing Room, 381B
Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Call the FPPC at 1-866-275-3772 or 1-916-322-5660 (press #4 for seminars) to sign up.

Making a Case for Forming a Networking Group

Article Submitted By: Alice Evenson, MMC, City Clerk, City of Pittsburg

We've all seen local networking groups sprouting up recently within our own divisions. I had thought it a good idea to have a County-wide group, but never got around to doing anything about it. Enter Patrice Olds, City Clerk of Walnut Creek, and Vice Chair of the Northern Division. She set aside a conference room at her City Hall, calendared a date and time and sent an email blast to all the Clerks in the County. I immediately thanked her for taking the ball and running with it. I'll never "not get around to" something like this again. This meeting was a huge success, with very little energy output by all concerned, including (seemingly) our gracious host. Here's how to start your own networking group.

Find a central location, easy to get to, for the first meeting. Our meeting was held in a conference room at City Hall during the lunch hour, and attendees chose menu items from a local caterer, or brought their own lunches. As this was an exploratory meeting, a simple agenda was used: do we want to form a group, how often should we meet, where should we meet, how would we use the group.

We agreed on several points, all, of course, subject to change. All thought this a worthwhile thing to do. We decided to keep it truly as a networking group, with no speakers or IIMC points to worry about. We decided to meet on a quarterly basis, and quickly worked out a schedule for the rest of the year with those in attendance volunteering to find a location for the meetings in their cities. To keep it interesting, we decided on a breakfast meeting one time, followed by another lunch time meeting, and finally, a dinner meeting.

I agreed to do a recap of the meeting and send that email blast out to all the Clerks in the County. I also asked for email addresses of any deputies, records managers, admin assistants or anyone else the Clerks wanted included in the group.

One very important topic that came up during the meeting was the collective need to meet with our ROV on a regular basis. We opted to try to schedule this meeting over and above our newly scheduled networking group meetings. Our County Registrar was contacted about this proposal and the idea was very well received by him. A meeting date has already been scheduled! All this within a week of meeting with our network group!

I was surprised how many local Clerks I had never met before, even though we had been in contact by email for everything from Mayors Conference RSVP's to salary surveys. This has been one of the most fruitful and exciting meetings and ideas in a long time, at least for me. I'm looking forward to meeting my neighboring Clerks again soon. Oh, and I now have several new Facebook friends as well!

California Ethics Project Announces Municipal Clerk 6-Way Test

Article Submitted by Rod Diridon, Jr. NCCCA Chair.

As their first work product, the California Ethics Project would like to announce the Municipal Clerk 6-Way Test. The California Ethics Project was chartered by the CCAC to explore ways to foster good government and demonstrate the unique role of the Clerk profession.

Composed with input from more than 180 Municipal Clerk professionals, the 6-Way Test is meant to provide a framework for each of us to consider the practical and ethical factors in our decision making process.

While all elements do not necessarily apply to every situation, they're a good compliment to the IIMC Code of Ethics through which to consider the challenges and responsibilities of our profession.

MUNICIPAL CLERK 6-WAY TEST: When considering a moral or ethical dilemma ...

- Is it FAIR and UNBIASED?
- Is it TRUE and FACTUAL?
- Is it LEGAL?
- Will it build CONFIDENCE and PUBLIC TRUST?
- What are your RESPONSIBILITIES?
- Is it in keeping with the IIMC CODE of ETHICS?

Thank you to those who provided input regarding the content and priority of these guidelines. It is also important to recognize Rotary International in that their "Rotary 4-Way Test" provided the original inspiration for us to emulate.

More information will follow in the next few months about the California Ethics Project. Please contact Santa Clara City Clerk Rod Diridon, Jr. in the meantime at rdiridon@santaclaraca.gov if you have questions, comments or would like to be involved.

GO CLERKS!

Apologies to the NCCCA Membership

I, Irma Torrez, your NCCCA Newsletter Editor, would like to extend my apologies to the NCCCA Membership for not providing you with regular NCCCA Division Newsletters. In October 2008, I lost my right hand and capable staff member to the City of Palo Alto (my loss, their gain). I have had to take on her assignments as well as perform my own assignments, for now. Like many other cities, Morgan Hill has not been immune to the decline in the economy. The Morgan Hill Executive Team has been meeting since November 2008 to come up with \$2.1 million in budget reductions. In the City Clerk's Office, this means staff reduction, layoffs, and/or possible retirements. With notice of layoffs, come bumping rights - per negotiated Memorandum of Understandings with the represented employee groups. The City Clerk's office is in limbo at this point as I am not sure how the City Clerk's office will be staffed; especially since we have just been informed that the City of Morgan Hill will need to make another \$1 - \$1.5 million in cuts. Stay tuned!

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 Walnut Creek City Clerk Patrice Olds, Program Chair at olds@ci.walnut-creek.ca.us or (925)943-5819 and share the topic, session, and contact information on the company/agency who presented the educational session.

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.