



OFFICIAL WORD

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SPECIAL LINKS OF INTEREST:

- [Gladwell Government Services, Inc.](http://www.gladwellgov.org/) <http://www.gladwellgov.org/>
- [GG-One Software](http://www.ggonsoftware.com/) <http://www.ggonsoftware.com/>
- [Moreland Personnel Services](http://www.morelandservices.com) <http://www.morelandservices.com>

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President's Message

On September 15, 2010, at the League of California Cities Annual Conference, I will perform my last official duty as CCAC President and pass the gavel to our incoming President Randi Johl. It's hard to believe a year has passed so quickly. CCAC has made accomplished tremendous things and our organization continues to grow.



Lisa Pope, MMC
CCAC President

My theme for this year was Be, Know, Do. I started last year by saying be present, know my limits and do my best. I think I have successfully completed that mission. Additionally there are so many other things the CCAC Board and members accomplished over the past year.

The Board set five goals:

CCAC GOALS

1. **BYLAWS** - *To obtain professional services for a bylaw review and incorporation of possible amendments.*

Objectives: Create a two-year phased goal of completing: (1) professional bylaw review and amendment incorporation, with separation of policies and procedures as an appendix, through the use of parliamentarians and/or attorneys, and (2) provide guidance to the divisions in making their respective bylaws consistent with the revised State bylaws.

The CCAC Executive Board, through the services of an outside parliamentarian and subcommittee, completed a comprehensive review of CCAC's bylaws. The end result was the creation of the CCAC Bylaws,

League of California City Bylaws for the City Clerks' Department and CCAC Policies and Procedures. All three documents were sent to the membership via listserv, posted on the CCAC website and submitted to the membership to be voted upon. The membership overwhelmingly approved the proposed Bylaws and Procedures.

2. **PROMOTE THE CITY CLERK PROFESSION** - *Engage, educate, and gain buy-in from the public, elected officials and city clerks.*

The objective of this goal was to establish the universal understanding of the City Clerk's role as an executive municipal official. The group did a fabulous job of creating the City Clerk Elevator Speech. I hope that you have an Office of the City Clerk Business Card and share the elevator speech whenever possible.

The City Clerk is the local official who administers democratic processes such as elections, access to city records, and all legislative actions ensuring transparency to the public. The City Clerk acts as a compliance officer for federal, state, and local statutes including the Political Reform Act, the Brown Act, and the Public Records Act. The City Clerk manages public inquiries and relationships and arranges for ceremonial and official functions.

3. **COMMITTEE STRUCTURE** - *Review and update existing standing committees and the need for new committees.*

(Continued on page 2)

Newly Designated!!

Congratulations to the following IIMC Members for achieving their designations!

Certified Municipal Clerk:

- o Eileen C. Gomez, CMC, City of Colton
- o Toni J. Taber, CMC, City of Corona
- o Cheryl Morse, CMC, City of El Cerrito
- o Stephanie Lopez, CMC, City of Modesto
- o Dennis D. Hawkins, CMC, City of San Jose
- o Dora Martinez Sidrian, CMC, City of Stockton

Master Municipal Clerk

- o Cathy Domann, MMC, City of El Segundo
- o Stephanie R. Mizuno, MMC, City of Sacramento



Congratulations!

President's Message Continued:

Several new committees were created and we established a means of tracking committee interest and connecting members with various committees. Our committees consist of the following:

Standing Committees

Legislative Committee

The purpose of the Legislative Committee is to stimulate interest and activity in legislation affecting municipal government; to study proposed legislation and report thereon to members of this Association; to recommend legislation to be sponsored by the Association; and to report to the members concerning such Association sponsored legislation. The Legislative Committee shall be composed of the First Vice-Chair of each Division and those other members as appointed by the Legislative Director. Membership has traditionally included all appointees to the League of California Cities Administrative Services Policy Committee.

Program Committees

The Program Committee develops and coordinates programs for Annual Conference, League's Annual Conference and New Law/Election Seminar.

Professional Development Committee

The Professional Development Committee is responsible for keeping the members in-

formed and reporting on all matters pertaining to continuing educational and professional development programs sponsored by the Association; and to insure that such programs fulfill the professional objectives of City Clerk's. This committee investigates and reports on course and seminars which may be of benefit to members in furthering their professional status. Subcommittees of the Professional Development Committee include: Alternate Scholarship Program Committee, Athenian Dialogue Committee, Mentor Committee and Nuts & Bolts Committee.

Audit Committee

The President appoints three Voting Members to be the Audit Committee, and shall designate one of the three members to be the Chair. The Treasurer shall be ineligible to serve on the Audit Committee.

Nominating Committee

The newly installed President appoints the Nominating Committee, to consist of at least six Voting Members, an equal number to be appointed from each Division, one of whom shall be designated by said President as the Chair.

Bylaws Committee

The purpose of the Bylaws Committee is to review, make recommendations for amend-

(Continued on page 4)

GET INVOLVED!

Visit

www.californiacity

clerks.org and fill

out a **Committee**

Interest Card.

Membership and Directory Update

As outgoing 2nd VP and incoming 1st VP, I want to first of all thank all of you for the opportunity to serve the California City Clerks. I've gotten to 'know' more of you just in dealing with each city's membership and the roster that goes with it. At least some of the names and corresponding cities stuck in my mind — but I have to say we as a group sure do move around a lot.

I am hopeful that for the 2010-2011 dues / registration that we will be using an electronic system. Jaime Anderson is the incoming 2nd VP and having worked with Randi Johl as last

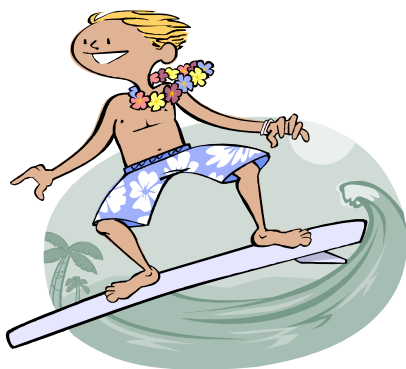
year's 2nd VP and talking with Lisa Pope who did it the year before that, I am certain we are all in agreement that it is past time to embrace technology and change the way we process memberships. I am in the process of finalizing a proposal to present to the Board in October at Goal Setting and will keep you posted (or Jaime will) as to how things will work for this upcoming year.

Directories will be out soon as many have already been mailed. If you have questions please email me at sconcolino@cityofsacramento.org or call me at 916/804-2544.



Shirley Concolino, MMC
CCAC 2nd Vice-President

Southern Division Nuts & Bolts



Catch a wave to the Southern Division Nuts & Bolts Workshop! Registration is underway for this workshop to be held October 7 and 8, 2010, in Brea at the Brea Community Center / Brea Embassy Suites.

A must for new City Clerks, Deputy or Assistant City Clerks, and City Clerk support staff - Our theme, "Make Sure You're Ridin' the Wave to Success" will provide initial training and information on the intricate details of the responsibilities of the City Clerk's office (agendas, minutes, record keeping, contracts, research methods, ordinances, resolutions, elections, the Brown Act, the Public Records Act and a myriad of other subjects).

The workshop is casual and we encourage you to dress in appropriate "theme" attire (tank tops, flip flops, hang ten).

We have met our minimum and the workshop is confirmed! And it's not too late to sign up. Space is still available. See page 7 for all the details and the registration form.

President's Message Continued:

ments, and enforce the bylaws set by the Association. The review and update shall be done every odd-numbered year.

Handbook Committee

The Handbook Committee shall ensure that the handbook is kept up-to-date with the most current information, guidelines and resources available. The handbook shall be reviewed every even-numbered year.

Special Committees

Fundraising Committee

The purpose of the Fundraising Committee is to raise money for educational scholarships toward tuition for the professional development courses needed for IIMC certification and the cost associated with attendance at Association sessions and annual conferences, and for other purposes as determined by the Executive Board.

Green Project Committee

The purpose of the Green Project Committee is to develop an annual green/renewable resource project and to disseminate information to members of the Association.

Sunshine/Hospitality Committee

The Sunshine/Hospitality Committee works with Divisions in order to provide recognition from the Association President for new appointments/election, CMC and MMC designation, births, illness, marriages, condolences, and other recognitions. Volunteers are seldom paid; not because they are worthless, but because they are PRICELESS! -author unknown

I encourage you to find an area of interest and join one of the CCAC committees.

More information on the committees and the Committee Interest Card can be found on the CCAC website at www.californiaclerks.org on the "About CCAC" page.

4. WEBSITE - *Update website to provide interactive applications and additional information to the membership.*

Thanks to the hard work of our Communications Director Mitzi Ortiz and our webmaster for revamping the CCAC website and providing an online store. We are still working on the possibility of utilizing credit cards for CCAC expenditures, such as conference registration and annual dues and hope to have that feature available in the near future.

5. GREEN PROJECT - *Establish a sustainable, statewide, annual green project within CCAC*



Several opportunities were taken to educate the membership on sustainable living. Hopefully we've improved our efforts and reduced our damage to the environment.

My two personal goals for this year were to promote and elevate our profession and to commit to doing my share in sustaining our environment. I want to remind you to take nothing but pictures, leave nothing but footprints and kill nothing but time.

The City Clerks Association of California is a strong organization with 971 members. California has 461 Certified Municipal Clerks and 91 Master Municipals Clerks, up from 423 CMCs and 85 MMCs at this time last year! I encourage you to strive to your highest potential and continue to advance your education and our profession. Consider joining the CCAC Board - It has been the highlight of my career.

As I conclude my term as CCAC President, I thank you for the opportunity to serve. I thank the Board for making my term a success and I thank each of you for your involvement and encouragement. Today I want to BE MORE, KNOW LESS and DO GOOD!

BE, KNOW, DO
Thank you for the
opportunity to
serve as CCAC
President.

~ IIMC ~

Moving Up in the Education Department

IIMC is happy to announce that the Education Department has recently implemented an automated "task manager" system. This unique tool will automatically email Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) applicants when they submit applications and supporting documents to IIMC. Applicants will receive emails alerting them as to the receipt of their Admission Application, Application for Designations, supporting documents, and fees.

If you have any questions regarding this new system, or the emails you may receive, please contact CMC Verification Specialist, Ashley Durmisevich (Ashley@iimc.com) or MMC Verification Specialist, Emily Maggard (Emily@iimc.com).

Classifieds

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CCAC Southern Division
 “NUTS & BOLTS” WORKSHOP

October 7 and 8, 2010

Brea Community Center/Brea Embassy Suites

\$175 per participant for CCAC members

\$200 per participant for non-members

Registration deadline is September 24, 2010.

This workshop is designed to provide initial training and information on the intricate details of City Clerk Office responsibilities – a must for new City Clerks, Deputy or Assistant City Clerks, and City Clerk support staff.

Training will focus on subjects such as agendas, minutes, recordkeeping, contracts, research methods, ordinances, resolutions, elections, and a myriad of other subjects. A City Attorney will provide information on the Brown Act, the Public Records Act, and other California statutes.

Those completing the workshop will receive 3 points toward CMC certification for attendance at an IIMC recognized Municipal Clerks Institute. Attendance at all sessions is mandatory to receive credit.

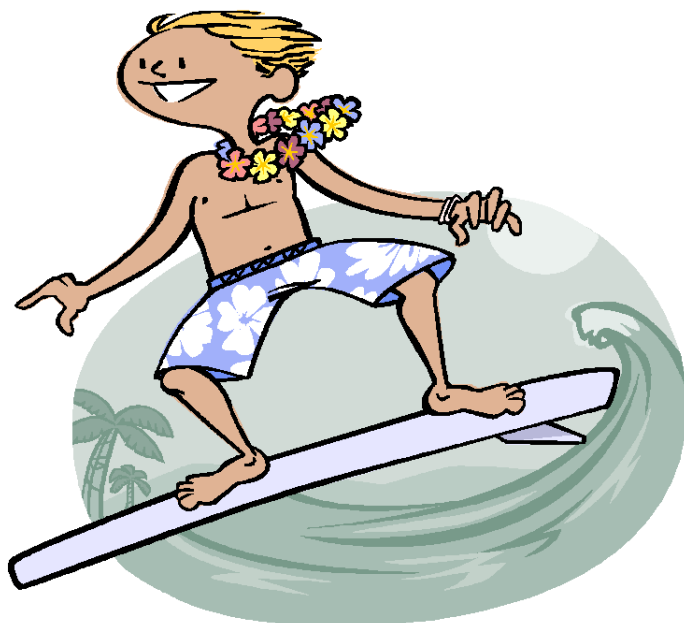
**Registration is limited to 100 participants.
 This workshop sells out fast, register today!**

The theme of the workshop is California Surfin'. The workshop is casual and we encourage you to dress in appropriate theme attire.

For more information contact:

Lisa Pope, City Clerk
 City of Malibu
 (310) 456-2489 x 228

Jeffrie Madland, City Clerk
 City of Camarillo
 (805) 388-5315





CCAC Southern Division
2010 "NUTS & BOLTS" Workshop

Registration Form

Workshop begins: Thursday, October 7, 2010, 8:30 a.m.
Workshop ends: Friday, October 8, 2010, 1:30 p.m.

Brea Community Center, 695 E. Madison Way, Brea, CA
Embassy Suites Hotel, 900 E. Birch Street, Brea, CA
Hotel is across the street from the Brea Community Center.
Free parking is available at both locations.

PLEASE COPY THIS FORM AND COMPLETE A SEPARATE FORM FOR EACH PARTICIPANT

NAME: _____ TITLE: _____

CITY/ORGANIZATION: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ E-MAIL ADDRESS: _____

TELEPHONE: _____ FAX: _____ CCAC MEMBER? Y/N _____

Have you attended Southern Division Nuts & Bolts before? Y/N _____ If yes, when? _____
Please note preference will be given to people who have not attended in the past.

The cost is \$175 for CCAC Members and \$200 for Non-members.

Make Checks Payable to CCAC. Fees are non-refundable.

Registration includes workshop, materials, breakfast Thursday morning,
and lunch on Thursday and Friday. If you are staying at the Embassy
Suites Hotel, breakfast will be provided by the hotel.

Hotel registration must be made directly with the Embassy Suites Hotel. You can register on-line at:
http://embassysuites.hilton.com/en/es/groups/personalized/LAXBRES-XCT-20101006/index.jhtml?WT.mc_id=POG.

The group rate is \$139 per night. The deadline to register for the group rate is September 28th or
until the block is full, whichever is sooner. The Group Code is XCT. If you need help or have
questions regarding hotel reservations, please contact Lisa Kotlar at the Embassy Suites Hotel at
(714) 990-6000.

PLEASE BRING A 3" THREE-RING BINDER TO THE WORKSHOP TO ACCOMMODATE PRINTED
MATERIALS.

CREDITS: Those completing the workshop will receive 3 points toward CMC certification for
attendance at an IIMC recognized Municipal Clerks Institute. Attendance at all sessions is mandatory
to receive credit.

The registration deadline is SEPTEMBER 24TH. Please mail Registration Form with payment to:

Lisa Pope, City Clerk, City of Malibu, 23815 Stuart Ranch Road, Malibu, CA, 90265

To reserve your space, fax this form today to (310) 456-2760 and mail the original with your payment.



MUNICIPAL CLERKS EDUCATION FOUNDATION

WHO ARE WE? ESTABLISHED IN 1984, THE MUNICIPAL CLERKS EDUCATION FOUNDATION IS A TAX-EXEMPT NON-PROFIT FOUNDATION UNDER SECTION 501(C) (3) CREATED FOR THE SOLE PURPOSE OF RAISING FUNDS FOR ITS PARTNER, IIMC, TO USE IN PROMOTING, TRAINING AND EDUCATING MUNICIPAL CLERKS. BOARD MEMBERS ARE COMPRISED OF MUNICIPAL CLERKS, BOTH ACTIVE AND RETIRED, CORPORATE AND GOVERNMENT OFFICIALS WHO ARE COMMITTED AND DEDICATED TO OUR MISSION:

*"THE MUNICIPAL CLERKS EDUCATION FOUNDATION IS MADE UP OF A DIVERSE TEAM OF VOLUNTEERS
PASSIONATELY COMMITTED TO RAISING ENDOWED DOLLARS WHOSE EARNINGS HELP IIMC"*

THE MCEF BOARD MEMBERS VOLUNTEER THEIR TIME AND A MAJORITY OF THE MEMBERS USE THEIR PERSONAL FUNDS TO COVER TRAVEL EXPENSES AND ARE COMMITTED TO ANNUAL CONTRIBUTIONS TO IIMC THROUGH MCEF. SINCE ITS INCEPTION, MCEF HAS AWARDED OR CONTRIBUTED MORE THAN \$586,411 TOWARD MUNICIPAL CLERK SCHOLARSHIPS AND IIMC EDUCATION PROGRAMS. MCEF'S BOARD AND CONTACT INFORMATION ARE AVAILABLE AT WWW.IIMC.COM UNDER THE MCEF LOGO.

HERE'S HOW WE HELP YOU-HELP US-HELP YOU MORE. YOUR CONTRIBUTIONS ARE USED TO:

- FUND CMC AND MMC SCHOLARSHIPS AND STATE/PROVINCIAL GRANTS FOR EDUCATION PROGRAMS;
- FUND DISTANCE LEARNING SCHOLARSHIPS AND PROGRAMS;
- ASSIST IN PROCURING GRANTS FOR NEW IIMC PUBLICATIONS SUCH AS RECORDS MANAGEMENT;
- AUGMENT IIMC'S EDUCATION PROGRAMS, DEVELOP EDUCATIONAL MATERIALS SUCH AS TECHNICAL BULLETINS AND OTHER PUBLICATIONS TO IMPROVE MUNICIPAL CLERK'S ADMINISTRATIVE AND TECHNICAL SKILLS;
- FUND AND EMBELLISH SPECIAL EDUCATION SEMINARS;
- FUND RESEARCH SUCH AS THE EDUCATION SUMMIT AND THE EDUCATION JOINT TASK FORCE MEETING;
- FUND SPEAKERS AND TRAINING WORKSHOPS AT IIMC ANNUAL CONFERENCES; AND
- FUND THE NEW IIMC WEBSITE

HOW CAN YOU CONTRIBUTE? IIMC DUES RENEWAL FORMS OFFER AN OPPORTUNITY TO DONATE \$25 TO THE MUNICIPAL CLERKS EDUCATION FOUNDATION (MCEF). ATTENDEES AT IIMC ANNUAL CONFERENCES PURCHASE RAFFLE TICKETS FOR HAWAIIAN TRIPS, SPECIAL RAFFLE ITEMS, JOIN THE WALK/RUN, AND TRY THEIR LUCK IN THE 90/90 DRAWINGS.

IN ADDITION TO THE ABOVE, INDIVIDUAL STATE ASSOCIATIONS HAVE BEGUN INVESTING ENDOWED FUNDS TO ENSURE EDUCATION FUNDING FOR THE FUTURE. THE PRINCIPAL OF THE ENDOWMENTS REMAINS INVESTED. EARNINGS FROM THE ENDOWMENTS SUPPORT SCHOLARSHIPS AND OTHER EDUCATION PROGRAMMING. ENDOWED FUNDS CAN BE DESIGNATED FOR SPECIFIC PURPOSES.

THANK YOU FOR YOUR SUPPORT AND DONATIONS TO MCEF. WE URGE YOU TO CONTINUE INVESTING IN THE FUTURE OF OUR PROFESSION BY DONATING TO MCEF ON YOUR ANNUAL IIMC DUES FORM, MOVING TO THE NEXT SOCIETY LEVEL AND PARTICIPATING IN FUNDRAISING ACTIVITIES. IF YOU HAVE QUESTIONS ABOUT MCEF, PLEASE CONTACT ANY OF OUR MEMBERS OR VIEW INFORMATION AVAILABLE ON THE IIMC WEBSITE AT WWW.IIMC.COM.

2009/10 CCAC Board of Directors

Lisa Pope, MMC, President, Malibu, 310-456-2489, ext. 228, lpope@ci.malibu.ca.us

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Shirley Concolino, MMC, Second Vice-President, Sacramento, 916-808-7200, sconcolino@cityofsacramento.org

Nanci Lima, CMC, Recording Secretary, Lemoore, 559-924-6700, nlima@lemoore.com

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Joann Tilton, MMC, Central Division Professional Development Representative, Manteca, 209-456-8017, jtilton@ci.manteca.ca.us

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