



OFFICIAL WORD

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SPECIAL LINKS OF INTEREST:

- **Gladwell Government Services, Inc.**
<http://www.gladwellgov.org/>
- **GG-One Software**
<http://www.ggonesoftware.com/>
- **Moreland Personnel Services** <http://www.morelandservices.com>

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President's Message



**Randi Johl, JD, MMC
CCAC President**

It's that time again...the holidays are here and in full swing! Time for shopping and decorated pine trees, time for shopping and Santa Claus, time for shopping and Christmas stockings...did I mention it was time

for shopping? Did you know that if you received all the gifts set forth in the song "The Twelve Days of Christmas," you would receive 364 gifts? No wonder Christmas is my favorite holiday!

One of the best places to celebrate the holidays is Juneau, Alaska. Between the snow-capped mountains and the lush green forestry, the feel of the holidays is all around. I had the privilege of attending the Alaska Association of Municipal Clerks' annual conference in Juneau on November 13-16, 2010. While our states may be different in geography and landscape, the first priority for clerks in both states remains the same – access to quality education in a cost-effective manner. Our challenges with the economy and travel and training budgets are also the same. Despite these challenges, Alaska clerks are some of the strongest and dedicated public servants I have ever met. These traits are apparent in the clerk that travels to work by snow mobile and/or ferry

in severe weather or the clerk that does not have access to running water and / or electricity 24-hours a day. The stories go on and so does the will power of these amazing clerks.

The CCAC Executive Board conducted its annual Goal Setting session in Emeryville on October 28-29, 2010. Retired City Clerk and Trainer Helen Kanowsky facilitated the two-day session. The Board identified the following three goals for the upcoming year:

- 1) Engage the membership in a sustainable manner to encourage maximum participation at all levels of the Association
- 2) Provide professionally relevant education responsive to the membership while facilitating CMC / MMC certification and / or higher education
- 3) Promote the understanding of the City Clerk's role as an executive municipal officer.

Some of the specific tasks under these goals include conducting a membership survey to obtain and gather information regarding educational needs directly from the members, drafting and disseminating CMC and MMC press releases to be forwarded to the City Manager / City Council of the City Clerk earning the designation, and review and expand the scholarship and mentoring programs.

(Continued on page 2)

President's Message Continued:

I also had the opportunity to attend League Leaders in San Diego on November 18-19, 2010. The result of the collaborative two-day strategic session is the following three goals for the upcoming year:

- 1) Strong Partnerships for a Stronger Golden State - Collaborate and partner with other public and private groups and leaders to reform and revitalize the structure, governance, fiscal integrity and responsiveness of our state government and intergovernmental system
- 2) Sustainable and Secure Public Pension Systems - Work in partnership with other groups and stakeholders to promote sustainable and secure public pension systems to help ensure responsive and affordable public services for the people of our state and cities
- 3) Responsive and Accessible League Services - Implement distance learning, meeting and other cost-effective strategies to deliver even more responsive and accessible League educational, information and advocacy services to the city officials of California.

With respect to the FPPC, the Task Force held its third meeting in Sacramento on November 17, 2010. This meeting was more of a presentation rather than a traditional meeting. Subcommittees of the Task Force presented recommendations regarding the following subject areas: Electronic Filing, Simplification of Forms and Reports, Deadlines, Campaign Finance Thresholds, State and Local Consistency,

Termination Requirements, Committee Classification, Robocalls, Slate Mailers, Expenditure Reporting, Conflict of Interest Disclosure Thresholds, Revolving Door and Other Disclaimers. While several subject areas apply primarily to State candidates and committees, there is some local application as well. The recommendations can be found on the Task Force website at <http://www.fppc.ca.gov/taskforce/>. The subcommittees working on electronic filing and state and local consistency are committed to working with CCAC to address any local implementation concerns we may have. Many of the recommendations will require legislative action for implementation which may or may not be well received by the Legislature and / or Governor. We will keep our membership advised of the status of the Task Force and their proposed recommendations. The next meeting is in December.

I believe that concludes the business of this month's article. As we part ways, let me leave you with another little note on the holidays. Some of the top Christmas gifts for 2010 include the Xbox Kinect, the iPad, the iPhone, and the Red Wii Console. We sure have come a long way from the Hula Hoop, Transformers, the Easy Bake Oven and G.I. Joe... Happy Holidays!



CCAC Legislative Director Report

LEAGUE LEADERS/LEAGUE BOARD MEETING

The Board of Directors and League Leaders Meeting were held November 17-19 in San Diego. New this year, board members participated, with facilitator Dr. Frank Benest (former Palo Alto City Manager), in a planning and visioning meeting for 2011, and beyond. League board members were joined Thursday afternoon by Department and Division representatives and representatives from each of the League's Policy Committees, including League Partners and Caucus representatives.

The Board meeting held on Friday included adopting the strategic goals for the coming year and work programs developed with the aid of League Leaders.

2011 League Strategic Goals:

Strong Partnerships for a Stronger Golden State. Collaborate and partner with other public and private groups and leaders to reform and revitalize the structure, governance, fiscal integrity and responsiveness of our state government and intergovernmental system.

Sustainable and Secure Public Pension Systems. Work in partnership with other groups and stakeholders to promote sustainable and secure public pension systems to help ensure responsive and affordable public services for the people of our state and cities.

Responsive and Accessible League Services. Implement distance learning, meeting and other cost-effective strategies to deliver even more responsive and accessible League educational, information and advocacy services to the city officials of California.

The City Clerks Department will be asked to do what we can in effort to assist the League and Board in meeting the goals for the coming year. It is important to

note that the first goal, Strong Partnerships for a Stronger Golden State will be a multiple year goal.

The Board Members also approved revisions to the League's Vision, Mission and Core Beliefs:

VISION: To be recognized and respected as the leading advocate for the common interests of California's Cities

Mission and Core Beliefs: To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

Accompanying the Mission and Core Beliefs are 8 elements that begin with the wording *We believe....*

Due to the length of this report, I will share the 8 elements with you in next month's Legislative Director's report.

FPPC PROPOSED CHANGES TO FORM 700, ADDENDUM G

On November 18, the FPPC held an Interested Persons' Meeting in Sacramento on their proposed changes to the annual Statement of Economic Interest (Form 700) that would duplicate the State Controller's effort on compensation disclosure. This proposed FPPC change would request compensation information that is different than the information required by the Controller.

While the proposed changes to the FPPC form would be optional, accompanying information indicates that this form lays the groundwork for legislation to make this requirement mandatory.

The League of California Cities submitted a letter to FPPC Chairman Dan Schnur expressing comments to the proposed changes. Highlights of the letter included the following comments:

(Continued on page 4)



Dawn Abrahamson, MMC
Legislative Director

Northern Division Nuts & Bolts

REGISTRATION IS NOW OPEN FOR NORTHERN DIVISION NUTS & BOLTS
March 3-4, 2011, Napa Valley Embassy Suites

*Plan to Come and Join the Action and Learn
the Basics Mardi Gras Style!*

You are encouraged to share this training opportunity and information with others within your organization, including City Managers that could benefit from this two-day highly energetic, information-filled workshop.

The deadline to register, including hotel reservations is **Monday, January 31, 2011**. See page 9 for flyer and registration form.



CCAC Legislative Director Report Cont.

- From the onset, the League has embraced increased compensation transparency and disclosure for both elected officials and public employees as the most appropriate response to the Bell scandal.
- League supported two legislative proposals introduced at the end of 2009-10 Legislative Session: SB 501 (Correa) and AB 2064 (Huber), both of which did not become law.
- League is working with the State Controller to assist in his effort to increase compensation transparency through administrative means.
- The public now has access to a central database through the State Controller's new website that provides information on close to 600,000 city and county employees and elected officials. In 2011, the Controller has announced that the database will contain data on all special district and state employee compensation. Due to this effort, the League maintains that any additional compensation transparency and disclosure mechanisms should take into account, harmonize with, and not duplicate or conflict with the comprehensive and extensive information already being provided by the State Controller for the following reasons:

- 1) Conflicting or differing reporting requirements housed in multiple locations will be confusing and a burden on public agencies. Com-

pensation information for public officials will be most transparent and understandable when it is available in one central location, in a common format, so that apples-to-apples comparisons can be made.

- 2) A new optional reporting mechanism with different criteria will confuse elected officials and public employees whose compensation information is already available to the public online.
- 3) Cities have spent considerable staff hours preparing these new reports for the Controller's database and it makes sense to continue to build upon a process already underway to avoid a duplication of effort.
- 4) While Addendum G would be optional, it is premature to offer this option until there is uniformity among the Legislature and regulatory agencies on compensation reporting requirements.

CCAC has not taken an official position on the proposal. The Legislative Committee is watching this proposal and will bring a report back to the members when we have more information to share.

For more information, please visit the FPPC website at the following link:

<http://www.fppc.ca.gov/index.php?id=450>

(Continued on page 5)

CCAC Legislative Director Report Cont.

CCAC Legislative Committee Work Plan for 2011

At its November meeting, the Legislative Committee established its work plan for the coming year. The Committee will be aggressively working on the following five legislative proposals:

Legislative Proposal 2010:01

Issue: Clarify publication requirement for Notice of Intent to circulate petition. (EC 9202; 9205).

Question: When publishing the notice of intent to circulate petition, must the complete written text of the initiative also be published?

Legislative Proposal 2010:02

Issue: Effective date of ordinance adoption related to initiative (EC 9214, 9215, 9217)

Question: (1) When does a council-adopted initiative become effective? (2) Is it subject to referendum, and (3) Does it require a first and second reading?

Legislative Proposal 2010:03

Issue: Affidavit of Nominee for City Candidates – Nomination Document (EC 10223; 10226)

Question: The existing format for the nomination paper does not require the candidate to list his/her address, nor does it require a signature of the candidate, nor does it require

a signature of the witness to the affidavit.

Legislative Proposal 2010:04

Issue: Close of Business instead of 5:00 p.m. (EC 10407)

EC 10407 is inconsistent with other sections of the Elections Code that state “close of business” instead of 5 p.m. This section was inadvertently left out and should be a simple clean up.

Legislative Proposal 2010:05

Issue: Charter Amendments. Require that cities (not just counties) record their charters with the County (GC 23713; 34460).

The Legislative Committee will be doing further work on the proposals to include follow up, research, and writing of proposals in proper format and shopping for authors to support these proposals.

Administrative Services Policy Committee

The first League policy committee meetings for 2011 will be held in Sacramento on January 20-21. The Legislative Committee will be closely monitoring any proposed bills related to election law and administration, open meeting law (the Brown Act), the Public Records Act, the Political Reform Act and other conflict of interest laws.

Newly Designated

Congratulations to the following IIMC Members for achieving their designations!

Certified Municipal Clerk:

- o Julie Drimakis, CMC, City of Tehachapi
- o Michele Gibson, CMC, Town of Woodside

Master Municipal Clerk

- o Susan Zito, MMC, City of Placerville



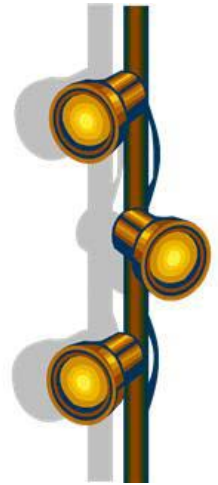
City Clerk Spotlight - Debbie Presson

Chico City Clerk Debbie Presson was recognized in her local newspaper, *The Chico Enterprise Record*, for her important role during election season.

Debbie explained how municipal clerks partner with their county elections department for consolidated elections. She also outlined the various steps a local elections official goes through to ensure an election runs smoothly.

Debbie, thanks for showcasing us in such a positive light! Best wishes for continued success!

To view the entire article, go to:
http://www.chicoer.com/fromthenewspaper/ci_16497587.



CEPO Professional Development Series

CEPO's PROFESSIONAL DEVELOPMENT SERIES IS BACK!!

MASTER MUNICIPAL CLERK ACADEMY (MMCA)

February 9-11, 2011

The Dolce Hayes Mansion, San Jose, CA

Registration is NOW OPEN for CEPO's MMCA! The dates are February 9–11, 2011 and it will be held at the beautiful Dolce Hayes Mansion in San Jose, CA.

We are pleased to announce a special session with JoAnne Speers, Executive Director and Ethics Program Director of the Institute for Local Government. The session "Impacts of the Unethical Actions of Others – Where Do We Go From Here," will engage the participants in an interactive discussion and lay the foundation for Friday's session, "Sustaining Ethics in a Challenging World: A Best Practices Session."

To find out more about this very special workshop, go to www.cepoweb.com and select the conference link at the top of the page. There are Early Bird and Group discount specials too. Registration fee is only \$1,050, which includes double occupancy hotel accommodations, all meals, and academy materials.

This three-day workshop is geared toward the City Clerks, Assistant and Deputy City Clerks and others working to obtain the MMC designation. The 17-hours of coursework are expected to garner participants 8.5 points toward the MMC or Recertification designations.

Should you have questions after reviewing the website please contact me at (209) 456-8011 or via email at jtilton@ci.manteca.ca.us.

LCC New Law & Elections Seminar



**December 8-10, 2010
Monterey Marriott, Monterey, CA**

The program for this year's New Law & Elections Seminar is outstanding and loaded with topics you've requested. Those topics will cover the complexity of elections, including discussion on redistricting, ranked choice voting and of course, initiatives, recalls and referendums. Additional sessions will cover new legislation, FPPC regulations, creating administrative records, getting the most out of your boards and commissions, and the public disclosure of private information.

Martha Beck, Life Coach, Oprah Magazine Columnist and Author will be featured at the general luncheon on Thursday. The program is entitled, "Find Your Own Purpose, Power; Professionalism and Practice."

While the program is outstanding, don't forget the networking opportunities you will experience as a result of 200-plus City Clerks, Deputies and Assistants coming together for two and one-half days in a learning environment.

The New Law & Elections Seminar Conference Planning Committee and the CCAC Professional Development Committee look forward to seeing you December 8-10 at the Monterey Marriott.

Classifieds

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**CCAC Northern Division
"NUTS & BOLTS" WORKSHOP
March 3-4, 2011**

Embassy Suites Hotel, Napa Valley

\$175 per participant for CCAC members

\$200 per participant for non-members

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, record keeping, 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 entire workshop will receive three (3) CMC Experience-Continuing Education points toward certification.

Registration Deadline is January 31, 2011



The theme this year is "**Learning the basics Mardi Gras Style.**" The workshop is casual and we encourage you to dress in appropriate "Mardi Gras season style."

***Learn the basics of being a City Clerk so Plan to Come
and Join The Action and Learn with us!***

For more information contact:

Dawn Abrahamson MMC, City Clerk
City of Fremont (510) 284-4063

dabrahamson@fremont.gov





CCAC Northern Division
2011 "NUTS & BOLTS" Workshop

Registration Form

Workshop begins: Thursday, March 3, 2010, 8:30 a.m.

Workshop ends: Friday, March 4, 2010, 1:30 p.m.

Embassy Suites Hotel, Napa Valley, 1075 California Blvd., Napa, CA

Free parking is available at the hotel

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 Northern 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, and lunch on Thursday and Friday. If you are staying at the Embassy Suites Hotel, a complimentary breakfast will be provided by the hotel.

Hotel registration must be made directly with the Embassy Suites Hotel. You can register on-line at:
www.napaValley.embassysuites.com

The group rate is \$95.82 per night, which includes a 14.07% occupancy tax. Reservation deadline for the group rate is **January 31, 2011**. Reservations made after this date will be accepted based upon availability and subject to the hotel's prevailing wage. The Group Code is CCA or refer to the Group Name "CCAC Nuts and Bolts." If you need help or have questions regarding hotel reservations, please contact a Guest Service Agent at the Embassy Suites Hotel at (707) 253-9540.

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

CREDITS: Those completing the entire workshop will receive 3 CMC Experience-Continuing Education points toward certification. Attendance at all sessions is mandatory to receive CMC credit.

REGISTRATION DEADLINE IS JANUARY 31, 2011

MAIL REGISTRATION FORM WITH PAYMENT TO:

Dawn G. Abrahamson, City of Fremont, PO Box 5006, Fremont, CA 94537-5006

To reserve your space, fax this form in today to (510) 284-4061 and mail the original with your payment.

2010/11 CCAC Board of Directors

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Patrice Olds, CMC, Northern Division Trustee, Walnut Creek, 925-943-5819, olds@walnut-creek.org

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League Representative: Lorraine Okabe, Information Services Mgr., 916-658-8236, okabel@cacities.org