

**CCAC Southern Division  
“NUTS & BOLTS” WORKSHOP**

**October 8 and 9, 2009**

**Brea Community Center/Brea Embassy Suites**

**\$170 per participant for CCAC members**

**\$195 per participant for non-members**

**Registration deadline is September 11, 2009.**

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 6 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!**

This year’s theme is “Rock-n-Roll – Rock Your Way to Success.” 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

**Make sure you can keep up with the band!**