



**SOUTHERN CALIFORNIA CITY CLERK'S ASSOCIATION
GENERAL MEMBERSHIP MEETING**

- HOST CITY:** CITY OF LYNWOOD
- WHEN:** THURSDAY, MARCH 24, 2011
- WHERE:** LYNWOOD CIVIC CENTER
BATEMAN HALL, ROOM 2
11330 BULLIS ROAD, LYNWOOD, CA 90262
(310) 603-0220
- REGISTRATION:** 8:30 – 9:00 A.M. – Continental Breakfast served (Fruit & Cheese Danish, Cinnamon Rolls, Assorted Mini Bagels, Fresh Seasonal Fruit, Juice and Coffee)
- PROGRAM:** 9:00 A.M. – 12:15 P.M.
- ***If I Had a Dollar for Every Public Records Act Request - Navigating the Waters of the Public Records Act***
 - ***"Why Can't We Be Friends?" Developing and Maintaining a Harmonious Relationship with your City Attorney***

Arnold M. Alvarez-Glasman is the managing partner of the law firm Alvarez-Glasman & Colvin, and has been providing legal counsel for the firm's municipal clients for over twenty years. Mr. Alvarez-Glasman is currently the City Attorney for the cities of Bell Gardens, Montebello, Pico Rivera, Pomona, and West Covina, and the Town Attorney for the Town of Yountville in Napa County. **Matthew M. Gorman** is a partner at Alvarez-Glasman & Colvin, and has been practicing municipal law for over ten years. Mr. Gorman serves primarily as Assistant City Attorney to the cities of Montebello and West Covina, and Assistant Town Attorney to the Town of Yountville. **David H. King** is an associate with Alvarez-Glasman & Colvin, and has been an attorney for four years. Mr. King serves primarily as a Deputy City Attorney for the cities of Montebello, Pico Rivera, and Pomona.

Over the past few years, cities have seen a significant increase in the number – and scope – of requests for documents pursuant to the California Public Records Act. For example, it's not uncommon for City Clerks to regularly receive requests that cover huge topics (*i.e.*, "any and all City documents relating to the City's budget") or extremely long time periods (*i.e.*, "copies of all City Council meeting minutes dating from the year 1900 to the present"). How does a City Clerk practically respond to these requests? Does the City really have to provide "all" the documents? And can't the City recover at least some of the costs that it is bearing? This presentation will provide the answers to these important questions, along with an entertaining overview of the PRA, and an interesting summary of recent developments in the law. The presentation will also invite you to share your "war stories," and how you handled especially difficult requestors or sensitive information.

This second presentation will focus on diagnosing and improving the working relationship between City Clerks and City Attorneys. From working together on election issues, to collaborating on staff reports and agenda postings, City Clerks and City Attorneys rub elbows at City Hall on a regular, if not daily, basis. This insightful presentation will seek to explain the thought-processes of attorneys, and how and why attorneys take the positions they sometimes do. This presentation promises to be a fun and frank discussion that will enlighten you about the legal profession, and make your interactions with your City Attorney a more harmonious one for years to come!

(.75 point pending IIMC approval)

BUSINESS MEETING/LUNCHEON: 12:15 – 1:00 P.M. – Business meeting carried over to lunch as needed.

LUNCHEON SELECTIONS:

Chicken Valencia (boneless breast of chicken topped with avocado, sundried tomatoes, melted provolone cheese and an orange zesty sauce) served with orzo, wild field greens salad, and multigrain rolls;

OR Vegetarian Rotolo Bolzano (pasta sheet rolled with a special blend of fresh vegetables, baked in marinara sauce and covered with fontina cheese sauce) served with julienne vegetables, Caesar salad and rolls.

Dessert: Selection of fruit tarts, pecan tarts, chocolate cream puffs, petit fours, and cheesecake squares.

PLEASE DETACH AND MAIL OR SCAN & EMAIL THE FOLLOWING RESERVATION FORM

REGISTRATION FEE PER PERSON: \$40.00 (Includes Breakfast, Lunch and Program)
Please make checks payable to SCCCA

(Member's Name and Title)	Guest's Name	City
Amount Enclosed is \$_____	Mail To:	Veronica Montecino, SCCCA Treasurer City of La Quinta P.O. Box 1504 78-495 Calle Tampico, La Quinta, CA 92253

Pay at Door OR Reserve by Phone (760) 777-7002 or FAX (760) 777-7107

Or Email vmontecino@la-quinta.org

Reservations will be accepted through March 21, 2011. The last day to cancel and receive refund is March 21. *Failure to cancel obligates payment to SCCCA.*

PLEASE INDICATE ENTRÉE: CHICKEN [] PASTA []

CHECK: New City Clerk []

First SCCCA Meeting []

Please see next page for directions and additional information about the meeting venue and hotel.

We hope to see you there!!

DIRECTIONS/ADDITIONAL INFORMATION FOR MEETING VENUE AND HOTEL

Meeting Venue

City of Lynwood Civic Center, Bateman Hall Room 2, 11330 Bullis Road, Lynwood, CA 90262, (310) 603-0220.

See attached map for directions to Lynwood Civic Center and Bateman Hall.

Hotel Information

Guest House Inn & Suites, 8821 Garfield Avenue, South Gate, CA 90280, (562) 927-0212. The special rate is \$69 a night for a double room. Call 1-800-214-8378 and use the group block name: Southern California City Clerks Association, to get this rate. Once reserved, guests have 48 hrs. prior to day of arrival to cancel the reservation.

March 18, 2011, is the last day to book a room at the special rate.

Directions (see map, attached):

Coming from the North, take the 710 S. and exit Firestone. Make a left onto Firestone. Make a left onto Garfield. The Guesthouse Inn is on the left.

Coming from the South, take the 710 N. and exit Firestone. Make a right onto Firestone. Make a left onto Garfield. The Guesthouse Inn is on the left.