



**Southern California City Clerks Association
General Membership Meeting
Ontario Convention Center
2000 Convention Way
Ontario, California**

MINUTES

March 19, 2009

Call to Order

President Pat Hammers called the meeting to order at 9:00 a.m.

National Anthem

The National Anthem was sung by award winning country singer Amy Scruggs.

Pledge of Allegiance

The Pledge of Allegiance was led by Director Ina Rios.

Welcome and Introductions from Host City of Ontario

The Honorable Paul Leon, Mayor of the City of Ontario welcomed the membership. He commented on the importance of emergency preparedness and the City of Ontario's role in providing first hand assistance to the City of Gulfport, Mississippi during the recent floods. Mayor Leon also commended the SCCCA for promoting the City Clerk profession through networking and education.

Mayor Leon presented Ontario's Assistant City Clerk Traci McGinley with a Certificate of Appreciation.

Program

2nd Vice President Juana Laur introduced Jacob Green, Administrative Officer, Ontario Police Department, who gave a very comprehensive presentation entitled, "Emergency Management – Understanding Your Responsibilities During an Emergency."

Mr. Green spoke relative to hazard analysis, personal preparedness, ICS/SEMS; NIMS, EOC structure, working through a disaster, disaster communications, and impacts to the City Clerk and his/her role.

Eva Frame, Deputy City Clerk, Ontario reviewed her departments "Clerk in a Box" list of emergency supplies that are kept on hand in case of an emergency.

Business Meeting and Luncheon

1. Announcements

President Pat Hammers announced that everyone in attendance today will be granted one free raffle ticket towards a small, portable "EeePC" computer. She encouraged the membership to purchase raffle tickets to help raise money for the scholarship fund.

President Hammers introduced Mary Wirtes, now serving as the "ceremonial" City Clerk of Ontario. Mary Wirtes then honored Ontario's Assistant City Clerk Traci McGinley with flowers in recognition of her efforts and for earning her MMC title. Traci in turn recognized Ontario's Deputy City Clerk Eva Frame for earning her CMC title.

Lucinda Williams, City of Brea City Clerk and CCAC Recording Secretary reported on the upcoming CCAC annual conference scheduled for April 22-24 in Rohnert Park. She reported on early bird and one day registration options and the silent auction.

Lucinda also reported that the City Clerk Handbook is available on the CCAC website.

2. Approval of Minutes

President Hammers, after calling for any corrections to the minutes, declared the minutes to be accepted as corrected.

3. Treasurer's Report

Treasurer Veronica Montecino presented the Treasurer's Report for January 1 – February 28, 2009. The Treasurer's report was accepted as written, subject to audit.

4. Board/Committee Reports

Networking: Director La Vonda Pearson introduced Tina Hernandez, Office Specialist for the City of Ontario and highlighted her background and personal interests. She presented Tina with a token of appreciation for attending today's meeting. The membership extended a warm welcome to Tina.

Nominating Committee: Amy Turner, City Clerk of the City of La Puente and SCCCA 2009 Nominating Committee Chair, presented the Nominating Committee Report as follows:

Office of President: Joan Flynn, City of Huntington Beach was nominated for President. There being no further nominations, it was unanimously carried to confirm the nomination and elect Joan Flynn to the office of President for the next term. This office will not appear on the ballot.

Office of First Vice President: Juana Laur, City of Laguna Niguel was nominated for First Vice President. There being no further nominations, it was unanimously carried to confirm the nomination and elect Juana Laur to the office of First Vice President for the next term. This office will not appear on the ballot.

Office of Second Vice President: Susan Ramos, City of Aliso Viejo was nominated for Second Vice President. There being no further nominations, it was unanimously carried to confirm the nomination and elect Susan Ramos to the office of Second Vice President for the next term. This office will not appear on the ballot.

Office of Treasurer: Veronica Montecino, City of La Quinta and Eva Frame, City of Ontario were nominated for Treasurer. There being no further nominations, it was unanimously carried to close nominations. These nominees shall appear on the ballot.

Recording Secretary: Robin Roberts, City of Fountain Valley was nominated for Recording Secretary. There being no further nominations, it was unanimously carried to confirm the nomination and elect Robin Roberts to the office of Recording Secretary for the next term. This office will not appear on the ballot.

Office of Director: Sharie Apodaca, City of Irvine; Susan Caputo, City of Santa Clarita; Teresa De Dios, City of Walnut; Cynthia Hernandez, City of Indio; Vera Mendoza, City of Azusa; and Kathleen Sessman, City of Glendora were nominated for three Director Offices. There being no further nominations, it was unanimously carried to close nominations. These nominees shall appear on the ballot.

Nominating Committee Chair Amy Turner reported that no later than May 1, 2009, each voting member shall be mailed a ballot containing all the names ratified to stand for contested offices. Nominees shall appear on the ballot pursuant to the Secretary of State's randomized alphabet drawing dated February 10, 2009 for the March 24, 2009 Primary Election.

The voted ballots shall be returned to the Chair of the Nominating Committee on or before June 4, 2009 for canvassing on June 15, 2009 at Laguna Beach City Hall. The canvassing report will be presented at the June 18, 2009 Southern Division Meeting in Escondido.

Host City Recognition: Second Vice President Juana Lara presented Assistant City Clerk Traci McGinley a gift of appreciation for hosting today's meeting. She also announced that the next SCCCA meeting will be held on June 18 in Escondido and that City Clerk Marsha Whalen will be the host.

President Pat Hammers and Deputy City Clerk Eva Frame, City of Ontario, presented Jacob Green with a gift of appreciation for his outstanding presentation.

Legislative Report: Communications Coordinator Peggy Johns presented the legislative report on behalf of First Vice President Joan Flynn and reported on new legislative ideas being considered by the CCAC Legislative Committee as follows:

Legislation that would provide an alternative to publishing ordinances in the newspaper; for example mailing notices of proposed ordinances to those who file a written request and to post the ordinance on a city's website.

Legislation to allow cities to provide their code supplements to the State Library at Sacramento electronically versus mailing a hard copy supplement.

She also stated that any proposed changes to laws regarding elections, records, and FPPC filings should be forwarded to Randi Johl, City Clerk of Lodi for consideration by the Administrative Services Committee.

She added that SB711 (Leno) is proposing revisions to the Brown Act which would require public disclosure of written communications prior to a entering into closed session regarding labor negotiations. This proposal was initiated by the California Newspapers Publishers Association.

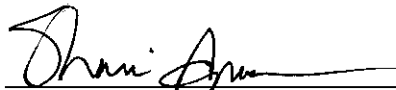
Membership and Hospitality Report: Director Susan Ramos thanked the Division Chairs for forwarding information and presented the Membership and Hospitality Report (see attached).

She also announced an ARMA seminar being held on April 29 in Riverside regarding records management and case law on electronic discovery.

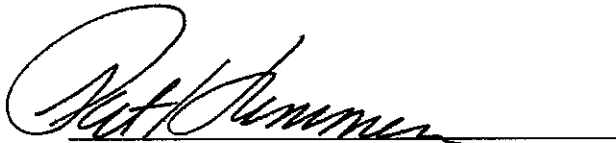
Scholarships:

Director Ina Rios reported there were eight recipients who completed their MMCA training in February and should have been reimbursed; and seven recipients recently completed their TTC session and reimbursement checks would go out soon. She encouraged the membership to apply for scholarships since the number of available scholarships was increased from 15 to 20.

ADJOURNMENT: The business meeting was adjourned at 1:20 p.m. followed by the raffle.



Sharie Apodaca, CMC
Recording Secretary



Pat Hammers, MMC
President

SOUTHERN CALIFORNIA CITY CLERKS ASSOCIATION
FINANCIAL SUMMARY
 JANUARY 1 - FEBRUARY 28, 2009

	<u>CHECKING</u>	<u>CD*</u>	<u>COMBINED</u>
BEGINNING BALANCES	<u>\$2,759.03</u>	<u>\$14,382.35</u>	<u>\$17,141.38</u>
<u>INCOME</u>			
PAPER TRANSFER	2,000.00		
CCAC (reimbursed)			
CCAC Conf Raffle			
INTEREST	0.03		
MEMBERSHIP DUES			
MEETING			
Registration (01/22/09)	1,160.00		
Raffle (01/22/09)	244.00		
DONATION			
TOTAL INCOME	<u>\$3,404.03</u>	<u>\$0.00</u>	<u>\$0.00</u>
<u>EXPENDITURES</u>			
PAPER TRANSFER		2,000.00	
BANK CHARGES	24.00		
ADMINISTRATION	14.55		
AWARDS and RECOGNITION			
BOARD MEETING (State/Division)	142.45		
CCAC Conf Raffle			
HOSPITALITY	10.94		
GRANT PROJECTS	1,000.00		
MEETING			
Breakfast/Lunch (01/22/09)	574.53		
Entertainment/Speakers			
Facilities/Supplies	47.41		
Door Prize/Raffle (01/22/09)			
NOMINATION COMMITTEE			
SCHOLARSHIPS			
CEPO/MMCA			
MCEF			
IIMC			
LTC	400.00		
TTC	2,000.00		
TOTAL EXPENDITURES	<u>\$4,213.88</u>	<u>\$2,000.00</u>	<u>\$0.00</u>
ENDING BALANCES	<u>\$1,949.18</u>	<u>\$12,382.35</u>	<u>\$14,331.53</u>

Respectfully submitted,

Veronica J. Montecino

Veronica J. Montecino

SCCCA Treasurer

City Clerk, City of La Quinta

* Certificate of Deposit (\$12,382.35, 10 mos. 3.44%, 04/22/09)



Shalice Reynoso, MMC
CCAC Legislative Director

Legislative Update:

Released 03/17/09

BILL TRACKING

SB 711 (Leno) Proposed Revisions the Brown Act Regarding Closed Sessions for Labor Negotiations

SB 711 would require disclosure of written communications prior to entering into closed session regarding labor negotiations. The proposal comes from the California Newspapers Publishers Association (CNPA). The CCAC Legislative Committee will continue to closely watch this legislation and will continue to provide support to the League in working with CNPA to make amenable revisions.

PROPOSED LEGISLATION

The CCAC Legislative Committee has presented three proposed bills to the Assembly Elections Committee:

Legislative Proposal 2008.001
Clarify 14-day filing deadline for arguments (EC 9286)

Legislative Proposal 2008.002
Clarify publication requirement for Notice of Intent to circulate petition. (EC 9202)

Legislative Proposal 2009.002
Changes the 5 p.m. deadline to "if by the 88th day " to "during normal business hours" (EC 10229)

New Ideas:

The CCAC Legislative Committee is working with the League of California Cities regarding proposed legislation which would provide an alternative to publishing ordinances in the newspaper. One of the ideas is to allow City's the alternative of mailing notice of proposed ordinances to those who file a written request (similar to Gov. Code 66016) and to post the ordinance online. If you have any suggestions or comments about this idea, please contact our CCAC Legislative Director, Shalice Reynoso, City of Buena Park.

New Ideas:

Government Code 50110 requires each city to mail code supplements to the State Library at Sacramento, the Institute of Governmental Studies at UC Berkeley, and the Public Affairs Service of UC Los Angeles. One idea is to waive this requirement if the code is provided electronically online. If you have any suggestions or comments about this idea, please contact our CCAC Legislative Director, Shalice Reynoso, City of Buena Park.

CCAC LIAISONS

CACEO Legislative Committee April 23-24

CACEO is the California Association of Clerks and Election Officials. The majority of CACEO members are County Registrars, and CACEO is very active in promoting legislation to improve the elections process. The CCAC Legislative Committee has a representative which attends CACEO's legislative committee meetings, and CCAC has requested CACEO's support on its three proposed omnibus bills.

LEAGUE POLICY COMMITTEES

Policy Committee Meetings April 2-3

The next policy committee meetings of the League will be held April 2-3 in Los Angeles. The Administrative Services Committee is the body which discusses proposed changes to elections, public records, campaign, and public disclosure statutes and regulations. If you have any items which should be considered by the Administrative Services Committee, contact Randi Johl, City Clerk of Lodi. Randi is our City Clerk Department representative on the committee.

SACRAMENTO

The State's Legislative Analyst Office (LAO) has determined that due to the further decline of the economy, the State is facing an additional \$8 billion deficit for the next fiscal year. With the Special Election around the corner, there is little chance that there will be additional taxes on the table. This means that the Legislature, in its infinite wisdom, will be looking to make more cuts. We can expect that city revenues will be on the table this time around as the State's desperation increases. To download a copy on the LAO's analysis, click here: [LAO Analysis on 09-10](#).



Shalice Reynoso, MMC
CCAC Legislative Director

News Clerks Should Know:

Released 03/17/09

2008/2009 Campaign Changes

Following are highlights of recent changes to the Political Reform Act and FPPC regulations. To read about more changes visit www.fppc.ca.gov and visit the What's New column on the right side of the home page:

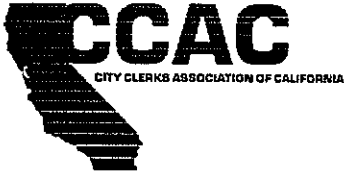
Candidate Controlled Committees. The name for all state and local committees **established for an election held after January 1, 2009**, must include the **candidate's name, office sought and year of the election**. This is required even if the committee was formed before the amendment to Regulation 18402 became effective. The district number or name of the city or county is not required. Examples of committee names are "Jones for Council 2010" and "Smith for Assembly 2010". (See FPPC Regulation 18402.)

Primarily Formed and General Purpose Committee Definitions. A primarily formed committee is classified as one that makes more than 70% of its contributions or expenditures on a specific candidate or measure, and a general purpose committee as a city, county, or state committee that makes more than 50% of its contributions or expenditures on candidates or measures to be voted on in that jurisdiction. An existing committee is required to review its status quarterly and new committees formed within six months of an election in connection with which the committee makes contributions or expenditures must review at the end of each month. The Statement of Organization (Form 410) must be amended if the committee's status changes. Reporting requirements will likely change. (See FPPC Regulation 18247.5.)

Principal Officer Definition and Reporting Requirements. Defines "principal officer" as the individual primarily responsible for approving a committee's political activity and requires each non-candidate controlled committee to disclose the identity of its principal officers on the Statement of Organization (Form 410). (See FPPC Regulations 18402.1 and 18427.)

Reporting an Expenditure of Campaign Funds for a Gift, a Meal, or Travel. Requires a candidate controlled committee to describe the political, legislative, or governmental purpose and other detailed information when reporting expenditures for gifts, meals, or travel and requires maintenance of specified records. (See FPPC Regulations 18401 and 18421.7 and related fact sheet dated 6/08.)

Political Fundraiser Tickets. Effective October 4, 2008, a single ticket or other admission privilege provided to a public official, for his or her own use, to a political fundraising event held in California has no value. The ticket may only be received from the committee holding the fundraiser. Additional tickets, or tickets received from a source other than the committee holding the fundraising event, are considered gifts to the official. (See FPPC Regulation 18946.4.)



Shalice Reynoso, MMC
CCAC Legislative Director

News Clerks Should Know:

Released 03/17/09

[Please pass this along to your City Council Members, City Managers, and Labor Negotiators]

SB 711 (Leno) Proposed Revisions the Brown Act Regarding Closed Sessions for Labor Negotiations

In January we notified you of proposed legislation which would require disclosure of written communications prior to entering into closed session regarding labor negotiations. The proposal comes from the California Newspapers Publishers Association and it has now been authored (Leno) and introduced as SB 711.

CCAC has expressed the following concerns regarding SB 711:

- The proposed language would prejudice the negotiating position of the agency.
- The proposed language would stifle the negotiating ability of the agency and impede the effective operation of government.
- It would be misleading to the public to disclose proposals which have not been considered or authorized by the elected body.
- CCAC supports the disclosure of all agreements after they are final and have been accepted or ratified by all parties.

The CCAC Legislative Committee will continue to closely watch this legislation and will continue to provide support to the League in working with the sponsors to make amenable revisions. Attached is the proposed legislation with CCAC's comments noted.



Southern California City Clerks Association

March 19, 2009

To: Pat Hammers, MMC, President
From: Susan A. Ramos, CMC
Director, Membership & Hospitality Committee
Subject: **Membership & Hospitality Report for March 2009**

I have received the following information for announcement at our next meeting.

Educational achievements:

- Lucinda Williams, Brea City Clerk , received her MMC.
- Susan Alessi, South Lake Tahoe City Clerk, received her MMC.
- Charlene Sherwood, Twentynine Palms City Clerk, received her MMC.
- Lisa Pope, Malibu City Clerk, received her MMC.
- Joyce Doyle, City of Downey, received her CMC. *recertification*
- Delia Guijosa, City of St. Helena, received her CMC.
- Karen Kundtz, City of Carlsbad, received her CMC.

Promotional and other achievements:

- Sheri Wentz, former Lake Forest City Clerk, is now OCFA's Clerk of the Board.
- Alma Benavides, Brawley City Clerk, was appointed as the LOCC Imperial Division Secretary.
- Yolanda Gutierrez, is the new Oxnard Deputy City Clerk.
- Josie Guzman, former Deputy City Clerk for San Buenaventura, is now the Clerk and Recorder Program Supervisor II at the Ventura County Elections Division.

Retirees

- Jean James, Hesperia Deputy City Clerk is retiring end of this month.

Other News/Highlights

- Joan Flynn, Huntington Beach City Clerk and SCCCA VP has completed her course work for her Masters in Public Administration and will receive her degree in June!
- Karen Ferrera, Huntington Beach Senior Deputy City Clerk graduated from TTC.
- Rebecca Ross, Huntington Beach Senior Deputy City Clerk has a new grandson!
- Susan A. Ramos, Aliso Viejo City Clerk and SCCCA Director, will have a new son-in-law and two new grandboys! The wedding is on March 28.
- The next OC Clerks Networking Group meeting is on April 13 in Mission Viejo.

Sad News

- Carol Robb, San Marina City Clerk continues to be on medical leave.
- Patrick Melia, Placentia City Clerk, is recovering from a fall last December that injured his hip. Apparently, his wife opened the garage door while he was on a ladder in front of it installing Christmas lights (ouch!). He is mobile but requires the use of a walker and will be in recovery for the next 2 – 3 months.

Respectfully submitted,

Susan A. Ramos, CMC
SCCCA Director, Membership and Hospitality Committee
City Clerk, City of Aliso Viejo

cc: Recording Secretary

SPRINT OF EXCELLENCE...
Doing ordinary things extraordinarily well!