Happy 4th of July!!!! Have you ever Googled a month or year just to see what happened in history?

Well, I did, and here are some interesting tidbits for July:

- American troops occupied San Juan Hill in the Spanish-American War, July 1, 1898.
- President James Garfield shot, July 2, 1881.
- Thurgood Marshall, first black justice of the Supreme Court of the United States, born July 2, 1908.
- Idaho became the 43rd state, July 3, 1890.
- Continental Congress adopted the Declaration of Independence, and John Hancock signed it, July 4, 1776.
- Work began on the Erie Canal, July 4, 1817.
- Vicksburg surrendered to the Union Army in the Civil War, July 4, 1863.
- First Pacific cable, running between San Francisco and Manila, opened by President Theodore Roosevelt, July 4, 1903.
- Amendment 26, which sets the voting age at 18 in the United States, was proclaimed, July 5, 1971.
- The Republican Party held its first state convention, at Jackson, Michigan, July 6, 1854.
- Wyoming became the 44th state, July 10, 1890.
- First mission in California established at San Diego by Father Junipero Serra, July 16, 1769.
- District of Columbia established, July 16, 1790.
- Scientists set off the first atomic bomb, Alamogordo, New Mexico, July 16, 1945.
- Spanish Civil War began, July 17-18, 1936.
- First woman's rights convention in United States met at Seneca Falls, N.Y., July 19, 1848.
- U.S. astronaut Neil A. Armstrong became the first person to walk on the moon, July 20, 1969.
- The Mormons settled Salt Lake City, July 24, 1847.
- Amelia Earhart, American aviator and first woman to fly the Atlantic, born July 24, 1897.
- New York ratified the Constitution, July 26, 1788.
- The first permanent Atlantic cable completed, July 27, 1866.
- Truce signed, ending Korean War, July 27, 1953.
- Amendment 14, which defines United States citizenship, was proclaimed, July 28, 1868.
- First representative assembly in America convened in Jamestown, July 30, 1619.
- First patent in United States registered, July 31, 1790.

And, believe it or not, this list is the "edited" version!! While I took events in the month of July; it is an example of so much history that occurs every month past and present. We record the history for our cities and districts daily and, at some time in the future, there will be people looking back in awe of all that was accomplished. Let the weight of that comment sit on your shoulders for a few minutes. Does it make you a little anxious? It does me, which makes me take the time to ensure the minutes accurately reflect the action of my City Council.
President’s Message, Continued

Scholarships

I hope you remember back to my November 2013 Official Word article where I reported that I had challenged the fundraising committee to raise $12,000 for full registration scholarships. I have good news to report: they raised over $9,000. I think that is fantastic! I set the bar very high and they came within $3,000 of reaching it.

When I threw this challenge out last October at Goal Setting, I’m pretty sure most of the Board thought I was crazy. But, as I explained I had a very good reason, it started with meeting my roommates at my very first CEPO class. One of those wonderful ladies has not been able to return to CEPO because her city couldn’t make up the difference in the traditional partial scholarship CCAC awards. While the full registration scholarship does not benefit her, it is because of her that I issued the challenge. The following people received CCAC full registration scholarships:

**August MMCA:**
- Adria Jimenez, City of Downey
- Peggy Kuo, City of Temple City
- Kristina Santana, City of Santa Cruz

**September (Series 100) TTC:**
- Angela Bustamante, City of Cudahy
- Ricca Charlon, City of Ridgecrest
- Claudia Isbell, City of Ontario
- Elizabeth Soto, City of Salinas

Code Publishing also donated a full registration scholarship and that was awarded to Bobbi Ogan, with the City of Dana Point, for the upcoming August MMCA. Congratulations to all scholarship recipients full and partial!

CCAC Board

Your Board held two conference call meetings during June and approved the 2014-2015 Fiscal Year Budget; once again we have a balanced budget. At this time, there are no Board meetings scheduled until the installation meeting in September.

League of California Cities

Don’t forget to register for the League of California Cities Annual Conference or, at the very least, the City Clerk’s Department meeting on Wednesday, September 3, 2014, from 10:00 am to 2:30 pm for the City Clerk’s Workshop (10:00 – 10:30 am will be the City Clerk’s Department Business Meeting). The Session Title: *Whose Line Is It Anyway?* The topic of at-large and district based elections has been the subject of many recent discussions amongst local government professionals, including city clerks. Recent litigation and legislation efforts on this topic suggest that local elections officials should have a good understanding of the process associated with changing a local election system from at-large to district based. This session will include an overview of both the technical process and the legalities associated with the same and an interactive portion allowing participants to consider Voting Rights Act factors when drawing sample lines for a fictitious city. Cost for the workshop is only $125 (includes lunch). The registration link is on the League’s website at: www.cacities.org

Wishing you and yours a safe and Happy 4th of July holiday!
Minutes: Putting First Things First

By: Lee Price, MMC
(Retired/Rewired City Clerk)

In my last article, I discussed the concept of “putting first things first”, which is about setting priorities—establishing what’s most important and tending to those things first before other less important tasks. In that piece, I highlighted the statutory requirement of preparing formal minutes of council/board meetings, also known as the official record. Our esteemed President, Nanci Lima, asked that I write a related article on the other essential duties of the City Clerk ---- and how could I say “No”?! I am passionate about our profession and enjoy serving CCAC as a core trainer at California’s two institutes: Technical Track for Clerks (TTC) and Continuing Education for Public Officials (CEPO). It is especially rewarding to help clerks map out their professional path and provide technical and personal development mentoring when called upon.

Early in my career, when most eager to impress and to “get my seat at the table”, I asked a retired city manager how I could prove myself. He said: “Start by doing the work and doing it well”. That advice stuck and over the years I’ve let it serve as a mantra, especially when I felt like I was spinning my wheels or when I moved on to another City. I have spent my entire career learning, prioritizing, re-prioritizing, and attempting to minimize distractions. Just when I thought I had it down, laws I thought I knew so well would change; or I took a new job, or a new Mayor was elected, or a new City Manager hired---and the process started all over again.

To establish credibility, any professional must demonstrate knowledge, skill and the ability to perform well the duties of the job. Clerks wear many hats and it can be challenging to know what to do first when the to-do list is long and diverse. You may find yourself overwhelmed with the demands of your job, especially if you are new to the profession, new on the job, or if you are going through organizational change caused by ongoing budget cuts, downsizing, reorganizing, and/or responding to new leadership. Have you ever asked yourself, “Why am I doing this”? Have you ever felt like you would much rather work on (you fill in the blank) than do this right now? How often do you wish you could demonstrate to your agency just what you are really capable of if only you had a chance to show them? Taking time out to examine your workload by analyzing the duties you perform and understanding why you do them may help you regain your focus, prioritize your workload and re-energize.

First, let’s go back to basics. **What does a city clerk do?** Well, you’ve probably seen the CCAC City Clerk Business Card, which says:

*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.*

Inspired by the “elevator speech” exercise we used a few years ago to help Clerks develop effective talking points to introduce folks to the City Clerk profession, Malibu City Clerk Lisa Pope, MMC, developed a concept for a CCAC Business Card to use as a tool to help educate people about the typical role of the City Clerk. Buena Park City Clerk Shalice Tilton, MMC, chaired the committee to make that happen and it was done! Shalice, who also provides public policy training in Orange County, illustrates the importance of the role of the City Clerk in her sessions and written white paper with the following “Public Policy Triangle”.

(Continued on Page 4)
The Public Policy Triangle

<table>
<thead>
<tr>
<th>City Council</th>
<th>Policy</th>
<th>Establishes vision and direction for the community’s future.</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Manager</td>
<td>Product</td>
<td>Provides services to the taxpayer that the taxpayer cannot (or will not) provide for themselves.</td>
</tr>
<tr>
<td>City Clerk</td>
<td>Process</td>
<td>Ensures that the decision-making process is transparent to the public; complies with federal, state, and local regulations; and is properly recorded.</td>
</tr>
</tbody>
</table>

Shalice says: “Success in public service requires an even-sided, balanced triangle. The City Council, City Clerk, and City Manager must understand and respect each other’s roles and share an obligation in maintaining this balance”. I often refer to this as the “three-legged stool”. Without all three legs, the stool cannot stand. The Clerk’s role is to ensure proper process and we are uniquely qualified to do just that.

Shalice says: “Success in public service requires an even-sided, balanced triangle. The City Council, City Clerk, and City Manager must understand and respect each other’s roles and share an obligation in maintaining this balance”. I often refer to this as the “three-legged stool”. Without all three legs, the stool cannot stand. The City Clerk’s role is to ensure proper process and we are uniquely qualified to do just that.

So, if we understand our core purpose, how do we stay on top of everything and still look good? Let’s start the prioritization process by considering the traditional duties of the typical city clerk. What are you required to do either by State law, your Charter, or Municipal Code, and maybe even by your job description? Examples of these statutory roles and responsibilities include keeping an Ordinance book, taking minutes, administering oaths of office, and serving as the elections official, to name just a few. Make a list of them. How many did you come up with?

Next, think about the responsibilities you have been assigned by your specific organization. These are referred to as tasks to be conducted for the good of the culture. Perhaps in your agency you produce a newsletter, or issue business licenses, or process passports or provide other administrative or human resource services. Maybe you run the copy center. Now make a list of those. This list may even be longer than the first one. (There may be some overlap but that’s okay, this is not a precise process).
Finally, there are those “projects” you take on personally because you are really good at them. You may have volunteered to chair the employee recognition committee or the Charter review task force. Your boss may have asked you to conduct training for employees in the area of records management or board/commission support because you are the subject-matter expert. Maybe you demonstrated an interest in the legislative process and now act as your agency’s legislative affairs director. You get the idea! This may be fun stuff that allows you to shine and it may also be a distraction from the tasks in the other two categories. Make a list of these and feel free to add something you crave to do to show ‘em what you’re made of!

Now that you’ve taken a look at all the various tasks you work on each day, week, month, year; can you identify the most important? The traditional stuff needs to get done, doesn’t it? There are consequences if the agenda does not get posted pursuant to the Brown Act, or the Notice of Election doesn’t get published, or if the public hearing isn’t properly noticed. But you already know that, don’t you? It’s likely the stuff in the other categories is the greater challenge, so it’s important to evaluate just how you are spending your time. Ask yourself if you’re neglecting something important or simply procrastinating. Are you allowing interruptions to distract you? Do you find it easier to get little stuff done because it takes less time than tackling that big job? Are you often surprised by how quickly the day flew by and yet you got nothing checked off on your to-do list? Finally, do you wish you were recognized more often for the work you do?

I have some simple advice to offer:

1. Spend some time prioritizing your tasks/projects into the three categories: Tradition, Culture, and Personal.
2. Then, remember to put the “big rocks” in the jar first. What is MOST important?!
3. Show up and be present. Work like your kids (or mom) were watching.
4. Be mindful of this: You are leaving a legacy— recording a bit of history, so to speak. Therefore, always strive to do your best work.
5. Step up if you have the time and the talent. Volunteer to take on something "extra", but only when you have the other stuff dialed in.
6. Never stop learning. There are so many opportunities for ongoing education and continuous learning offered by IIMC, CCAC, the League of California Cities, and others.
7. Always do your homework. It might be easier to ask someone else or go to the Listserv, but the learning will be more effective and lasting if you do the research or "crack the code" yourself.
8. If it is recognition you seek, think about ways you can be acknowledged for the work you are already doing. This is not about tooting your horn, but rather demonstrating the value you bring to your organization and the community. A few ideas: Speak to service groups, offer in-house training, have an open house, highlight activities on your website, share information readily and often with your "bosses" and the press, be the “go-to” person who everyone knows has the answer, and go the extra mile to provide great customer service to all your stakeholders.

I have learned over the years that the best way to earn respect is to give it; and the most effective strategy for being honored for the work you do is to do it well. People will notice.

(Special thanks to retired City Manager John Sullivan for his words of advice many years ago; and to retired City Clerk Gail Vasquez-Connelly and fellow trainer Riverside City Clerk Colleen Nicol, MMC, for introducing the Tradition/Culture/Personal resource tool, which we now use at both TTC and the MMCA).
Professional Development Update

Institute Scholarships Awarded (Round I CCAC FY 14-15)

The Professional Development Committee (PDC) is pleased to announce that 17 applicants received a partial scholarship towards the registration for the August 2014 Master Municipal Clerks Academy (MMCA). Four applicants received a full registration scholarship for the August 2014 MMCA. Congratulations go to Adria Jimenez (Downey), Peggy Kuo (Temple City), Kristina Santana (Santa Cruz), and Bobbi Ogan (Dana Point) for receiving full registration scholarships.

Twenty two applicants received a partial scholarship towards the registration for the September 2014 (Series 100) TTC. Four applicants received a full registration scholarship for the September 2014 TTC. Congratulations go to Angela Bustamante (Cudahy), Elizabeth Soto (Salinas), Claudia Isbell (Ontario), and Ricca Charlon (Ridgecrest) for receiving full registration scholarships.

Full registration scholarships have been made possible through the generous donations of CCAC members at our 2014 Annual Conference under the leadership and direction of President Nanci Lima, whose focus and direction this year has been to encourage members to grow in their profession through education. With her leadership CCAC raised over $9,000 directly to support the educational scholarship fund for full registration fees.

In addition, due to the generous donation of Margaret Bustion, President of Code Publishing Company an additional full registration scholarship for the August 2014 MMCA was made possible. On behalf of the City Clerks’ Association of California and the Professional Development Committee, a sincere thank you to Margaret Bustion for supporting CCAC’s mission in continuing to promote and provide opportunities for professional growth.

UPCOMING EDUCATIONAL OFFERINGS FOR 2014

Below is a listing of various educational offerings from July through December 2014. Specific questions may be referred to Professional Development Director Dawn Abrahamson at dabrahamson@ci.vallejo.ca.us or (707) 648-4528.

Please note: Scholarship deadlines for all the sessions listed have expired.

July 2014
Session: Central Division Nuts & Bolts Workshop
Dates: July 24-25, 2014
Location: Holiday Inn Express, Manteca
Registration Costs: $175 for CCAC Members; $200 for non-members
Registration: Open. Registration form at www.californiacityclerks.org
Point Value: Entry Level and CMC Candidates. 3.0 CMC Education or Experience Points
Contact: Joann Tilton, (209) 456-8011, jtilton@ci.manteca.ca.us

(Continued on Page 7)
August 2014
Session: CEPO Professional Development Series – Master Municipal Clerk Academy (MMCA)
Dates: August 20-22, 2014
Location: Kellogg West Conference Center & Hotel, Pomona
Registration: Open. Register online at www.cepoweb.com
Registration Costs: $1,295 (Early Bird closed June 30)
Point Value: Geared towards the MMC candidate. CMC candidates will be accepted. 9 MMC Advanced Education & CMC Education Points
Contact: Pamela Miller, info@cepoinc.org
(916) 850-9271

September 2014
Session: City Clerk’s Workshop & Department Business Meeting “Whose Line is it Anyway?”
Dates: September 3, 2014, 10am to 2:30pm
Location: Los Angeles Convention Center
Registration: Open: www.cacities.org
Registration Costs: $125 (Includes Lunch)
Points Value: Anticipated 1 CMC or MMC Education Point
Contact: Sarah Cuneo, League of California Cities, scuneo@cacities.org
Scholarship Not Applicable for this Educational Opportunity

Session: Technical Training for Clerks (TTC) (Series 100)
Dates: September 9-12, 2014
Location: University of Riverside Extension Campus
Registration: Opens mid-July until session is full
Registration Costs: $1,500 for CCAC Members (subject to change)
Points Value: Entry Level and CMC Candidates, 15 CMC Education Points
Contact: Maureen Kane, (951) 789-8319; TTCwithKane@aol.com

October 2014
Session: Southern Division Nuts & Bolts
Dates: October 16 & 17, 2014
Location: Brea Community Center/Brea Embassy Suites
Registration Costs: $175 CCAC Members; $200 for non-members
Registration: Open
Point Value: Entry Level and CMC Candidates,
3.0 CMC Education or Experience Points
Contact: Lisa Pope, (310) 456-2489 ext. 228 or lpope@ci.malibu.ca.us
Jeffrie Madland, (805) 388-5315 or jmadland@ci.camarillo.ca.us

December 2014
Session: New Law & Election Seminar
Dates: December 3-5, 2014
Location: Hyatt Regency Hotel
1 Old Golf Course Road, Monterey
Registration Costs: $450, Member
Registration: Open—www.cacities.org
Point Value: To Be Determined once program is developed and confirmed
Contact: League of California Cities, www.cacities.org
Legislative Director’s Update

The Administrative Services Policy Committee met on June 19, 2014, in Sacramento, along with other policy committees. Prior to each committee meeting, a general briefing regarding the State budget and other pertinent issues was provided to all members. The highlights are as follows:

- The CalPers Taskforce (a subcommittee of the League Board of Directors) will be providing their recommendation regarding League involvement in CalPers elections to the Board at their next meeting on July 17-18, 2014.
- The three areas of current focus for League staff are medical marijuana (SB 1262), massage regulations and pension liabilities.
- Local mandate compliance is optional except for AB 1234 Ethics Training which is still mandated and still reimbursable (Note: Prop. 42 negates this with respect to Brown Act and Public Records Act which are mandated but no longer reimbursable)
- The State budget is not only balanced, but has a surplus. Highlights are as follows:
  - $2.1 billion expected in reserves in 2014/15
  - Economic recovery bonds expected to be paid off in 2014/15
  - $10.6 billion expected to be paid towards “Wall of Debt”
  - $100 million is set aside for local mandate reimbursement for 2004-claims and prior for cities, counties and school districts (total outstanding for local mandate reimbursements is approximately $900 million)
  - Budget also provides funds for CalStrs unfunded liabilities, Affordable Care Act costs and infrastructure investment
  - Result of triple flip ending for cities will be a one-time bump in revenue from sales tax equaling approximately six weeks paid at the end of 2014/15 or more likely in 2015/16

In the committee meeting, Executive Director Chris McKenzie provided an update on the Stockton and San Bernardino municipal bankruptcy proceedings. The moral of the story (as stated by Mr. McKenzie) is to the extent possible, do not let your neighboring municipalities fail in their CalPers obligations because all municipalities in the system will be charged with making up the difference.

**Noteworthy Litigation** - *Jauregui v. City of Palmdale* (Court of Appeal, 2nd District Decision, May 28, 2014) – The plaintiff sued the City alleging a violation of the California Voting Rights Act because of the use of an at-large system for the election of city council members. During the course of the litigation, an election occurred. The trial court enjoined the City from certifying the results of the election thereby preventing the new council from being seated. On appeal, the City’s main arguments were that the California Voting Rights Act does not apply to charter cities and the injunction prevents public officials from fulfilling their statutory duty to act. The appellate court rejected the City’s arguments and upheld the trial court’s decision. The case is proceeding on further appeal.

**Noteworthy Legislation** – SB 1365 (Padilla) California Voting Rights Act (CVRA)

SB 1365 was amended on June 16, 2014, to become more challenging than it originally was. The bill now provides parallel provisions for district and at-large election violations of the CVRA. The Committee authorized League staff to continue working with the author on an amicable solution to concerns or oppose at a later date if need be. The concerns are as follows:

1. Mandates district elections as primary remedy for CVRA challenges and eliminates flexibility for remedy that best suits community needs (i.e., rank choice voting, etc.)
2. Agency can still be sued even if it has already implemented district elections or another remedy to a CVRA challenge based on a court decision or settlement agreement
3. Undermines negotiating ability to reach settlement because district election are primary remedy to be implemented by court (i.e., no incentive for plaintiff who wants district elections to negotiate and settle when lawsuit will likely end in district elections being implemented)
Region IX Director’s Update

The summer issue of the Region IX Newsletter will be out in early July 2014. At that time, Alice and I will report on our travels to Washington, California and the IIMC Annual Conference and Board meeting held in Milwaukee.

Until then we hope you are enjoying your summer. If you are doing something extra fun let us know and send plenty of pictures!

Alice Attwood, MMC
Tonasket@nvinet.com
(509) 486-2132

Joann Tilton, MMC
jtilton@ci.manteca.ca.us
(209) 456-8011

Central Division Meetings

Strategies for Successful Group Meetings
July 10, 2014, 8:30am-1pm
City of Chowchilla, 130 S. Second Street, Chowchilla

$30 (Includes Lunch)
0.9 CMC/MMC Points

For further information, contact:
Miranda Lutzow, (209) 385-6834 or lutzowm@cityofmerced.org

(See Page 12 for Flyer)

* * * * * *

Nuts & Bolts Workshop
July 24-25, 2014
Holiday Inn Express, Manteca

$175 for CCAC Members; $200 for non-members
Registration Deadline is July 1, 2014
Entry Level and CMC Candidates.
3.0 CMC Education or Experience Points

For further information, contact:
Joann Tilton, (209) 456-8011, jtilton@ci.manteca.ca.us

(See Page 13 for Registration Form)
SCCCA Election Results Are In!

SCCCA has wrapped up its election for three Directors and a new Communications Coordinator and, at the teleconference board meeting held on June 16, 2014, Nomination Committee Chair Peggy Kuo reported on the successful use of electronic ballots and announced that Adria Jimenez, Downey City Clerk, Bobbie Ogan, Dana Point Deputy City Clerk, and John Maier, Pomona Deputy City Clerk were elected to the position of Director and Sherry Morton, Riverside Assistant City Clerk was elected as Communications Coordinator. Thank you to the candidates, Nomination Committee, and everyone that voted.

Project Grants Awarded

At the June 16, 2014, Board Meeting, Grants Chair Adria Jimenez presented three superb grant proposals. The City of Thousand Oaks requested funding to assist with the Agenda Review Process; the City of San Diego desires to provide online appointment scheduling for passport services; and the City of Downey wants to preserve and protect the “Facilities Master Plan of the NASA Industrial Site in Downey.” The Grants Committee evaluated each project and called a three-way tie for 1st Place. Based on the recommendation of Chair Jimenez, the board decided to fund all three of the projects and awarded $1,000 to each city. Congratulations to each of the project managers and we hope to see more grant applications next year.

Athenian Dialogue

Our wonderful Directors Theresa Devoy (Cerritos) and Adria Jimenez (Downey) co-hosted the SCCCA sponsored Athenian Dialogue on June 19, 2014, in Cerritos. Facilitated by Jamie Holmes, over 20 southern California City Clerks discussed the leadership principles and practices from the book “I am Malala: The Girl Who Stood Up for Education and Was Shot by the Taliban”. It was an intriguing and meaningful conversation and a great opportunity to relationship build with individuals on a deeper level than typically experienced at conferences. If you get the opportunity to try an Athenian Dialogue – Sign Up!!
Pull Yourself Up By Your Bootstraps

Meaning: Improve your situation by your own efforts

Origin: The origin of this descriptive phrase isn’t known. It refers of course to boots and their straps (laces) and to the imagined feat of lifting oneself off the ground by pulling on one’s bootstraps. This impossible task is supposed to exemplify the achievement in getting out a difficult situation by one’s own efforts.

When I was asked to write a member highlight, the first person to come to mind was Candice Flom Alvarez. Born and raised in Pomona, California – Life hasn’t been served on a silver platter. As the only blue-eyed, blond, white girl at predominantly Hispanic schools, Candice quickly learned the importance of adapting to situations. Candice’s mother died when she was only 15 years old, but she didn’t let this traumatic experience take over her life...she pulled herself up by the bootstraps, finished high school, and began volunteering for the Pomona City Clerk’s Office.

As a little girl, Candice saw herself growing up to be an oceanographer because she loved the ocean and dolphins. Having grown up some, she realized dolphins don’t pay rent and began her career, in 2005, volunteering in the Pomona City Clerk’s Office. She was quickly offered temporary and then full-time employment as an Office Specialist. In 2013, having demonstrated compassion, intuition, and ambition, I had to capture Candice into Clerkdom by offering her the position of Deputy City Clerk II.

Candice has quickly become active in Clerkdom having attended two Technical Training for Clerks, Nuts and Bolts, SCCCA General Meetings, and serving on the SCCCA Nomination Committee. Candice also participated in the 1st Annual Clerks’ Giving Back Day by participating in the Ontario USO Plane Pull helping to raise over $500 to benefit military troops and families.

Candice obtained her Associates Degree from Mt. San Antonio College and is actively pursuing designation as a Certified Municipal Clerk. When asked, “If you could have any career now, what would it be?” she quickly and resoundingly said “to be a City Clerk.”
Central Division City Clerk Association of California

Strategies for Successful Group Meetings

Presented by: Sarah Rubin, Public Engagement Manager
Institute for Local Government
Thursday, July 10, 2014
8:30 a.m. — 1:00 p.m.
City of Chowchilla, 130 S. Second Street, Chowchilla, CA

$30 Workshop and Lunch
$20 Workshop Only

This two part interactive workshop will focus on strategies for successful small group meetings within one’s organization as well as working with community members from typically unrepresented backgrounds and how to broaden outreach approaches and increase participation.

Approved for 0.9 CMC/MMC Points.

To RSVP, click here to go to the Google Docs registration page and add your information and lunch selection. The spreadsheet will automatically save your information after you type it.

Sarah Rubin is a public policy and collaborative process professional with over 17 years of experience. Specializing in public engagement she has worked on a variety of issues including redistricting, utilities, public health, disaster preparedness and water. Sarah prides herself on being results-oriented and expert in building customized approaches to challenging technical, relational and cross-cultural issues.

Sponsored by:
NetFile
Central — Nuts & Bolts Workshop

CCAC Central Division
2014 “NUTS & BOLTS” Workshop

Registration Form

Workshop begins: Thursday, July 24, 2014, 8:30 a.m.
Workshop ends: Friday, July 25, 2014, 2:30 p.m.

The Holiday Inn Express,
179 Commerce Dr., Manteca, CA
Free Parking available at the Hotel

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

NAME: __________________________ TITLE: __________________________

CITY/ORGANIZATION: ________________________________________________

ADDRESS: __________________________________________________________

STATE: _______ ZIP: _______ E-MAIL ADDRESS: __________________________

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

Have you attended Central 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, lunch on Thursday and Friday.
A continental breakfast will be provided for hotel guests only.

Hotel registration must be made directly with the Holiday Inn Express.
You may contact a Guest Service Agent at the Holiday Inn Express at (209) 239-5600.

The group rate is $91.98 per night, which includes 9.5% occupancy tax. Reservation deadline for the group rate is June 24, 2014. Reservations made after this date will be accepted based upon availability and subject to the hotel’s prevailing charge. The Group Name is “Nuts & Bolts”

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.

DEADLINE IS July 1, 2014.
MAIL REGISTRATION WITH PAYMENT TO:
Joann Tilton MMC
City of Manteca,
1001 W. Center St., Manteca, CA, 95337
To reserve your space,
Email to jtilton@ci.manteca.ca.us or
Fax this form in today to (209) 923-8960
MCEF — Hawaii Raffle

Hawaii Raffle

Trip for Two, Airfare, &
Week’s Hotel on Waikiki Beach
Proceeds benefit IIMC Education Programs

2013 Winner
Kim Meltzer
Clinton Township, MI
Visiting Honolulu City Clerk Bernice Mau

$5 EACH OR 5 FOR $20

Name________________________________________ $ ______________

Phone_________________ Email ________________________________

City________________________ State/Province/Country____________

Return flier and check payable to MCEF to:
MCEF Treasurer, 410 Washington Street, Iowa City, IA 52240

Winner drawn at IIMC Annual Conference in Hartford, CT, on May 20, 2015.
Winner need not be present to win.

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For ticket numbers or stubs email rbollhauer@amlegal.com