



# OFFICIAL WORD

VOLUME 12, ISSUE 9

SEPTEMBER 2011

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## President's Message



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

*"It is good to have an end to journey towards; but it is the journey that matters in the end." - Ursula K. Le Guin*

As this is my last Official Word article as CCAC President, I'd like to provide "Team Clerk" with a final recap on the 2010-2011 Goals and

a status report on the happenings at the FPPC, League, and IIMC.

### 2010-2011 Goals

Approximately one year ago, the Executive Board identified the following three goals for the 2010-2011 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, and (3) promote the understanding of the City Clerk's role as an executive municipal officer. I am happy to report on the successful achievement of these goals through the completion of specific tasks including, but not limited to, the following:

- Conducting a membership survey to ascertain the professional and educational needs of the membership at large. Results were made available at the annual conference, through listserv and on the website.
- Implementing the usage of standardized CMC and MMC press releases to be sent to municipalities and the local press

upon receipt of designations.

- Adopting policies for actively engaging the membership through social media and membership interest cards.
- Contributing professional expertise through specific participation with the FPPC Task Force and League Governance Committee.

The above-referenced list is a small sampling of the types of tasks that were completed this past year thanks to the dedication and commitment of the volunteer CCAC Board.

### FPPC – Task Force

We stepped up the FPPC involvement this year by actively working with the FPPC Task Force created by former Chairman Dan Schnur to provide recommendations regarding overhauling the Political Reform Act. Our Legislative Director Dawn Abrahamson and I attended a variety of meetings, reviewed proposed changes and provided commentary regarding the real world application of the regulations at the local level. We are continuing that involvement with the new FPPC Chair Ann Ravel. Ms. Ravel has a local government background and is encouraging participation from the clerks. She has sought our input on a variety of documents including the newly drafted gift regulations. Dawn and I will continue to participate with the FPPC on behalf of CCAC and report back to the membership through the listserv and Official Word.

### League – Governance and Administrative Services Committees

It has been quite a year with the League. I'll

*(Continued on page 2)*

# 2012 Annual Conference

## SAVE THE DATE!

2012 CCAC Annual Conference – Next year's annual conference will be held April 11-13 in Sacramento at the Embassy Suites. We are still in early planning stages but at this point an Academy Session is tentatively planned for Tuesday April 10th. More info to follow soon.



## President's Message Cont.

leave the details of the League happenings to our Legislative Director but will briefly touch on the Governance and Administrative Services Committees. In response to the Bell incident, over 30 bills were introduced that directly related to local government. The League pulled together a small group of city managers, city attorneys, city clerks, and finance directors to review and provide comments on these bills. We saw everything from minimum educational guidelines for clerks and managers being set by state officials to the proposed disincorporation of the City of Vernon. It was a chaotic time period to say the least but thankfully the worst of the bills did not survive. The legislative cycle officially ends on September 9 after which we will receive a final summary that we will pass along to the membership.

### IIMC – Ad Hoc Legislative Committee

One of the highlights of the year for me personally was to see our very own Colleen Nicol sworn in as IIMC President in Nashville, Tennessee. It was such an honor to represent CCAC at that conference. The IIMC Board created an Ad Hoc Legislative Committee to monitor and review federal legislation pertinent to the municipal clerk profession, identify trends in state and international legislation affecting the profession, and when appropriate provide relevant written reports regarding the same. The 11-member committee representing all regions in IIMC met via conference call for the first time on August 17. The committee is in the early stages of developing its scope of work, policy statement and topic

areas for monitoring purposes. As Region IX representative and chair of the committee, I will keep you apprised of its future happenings through listserv and the Official Word.

Representing "Team Clerk" this year was challenging by way of time constraints yet rewarding by way of the people I met and the work we completed. I would like thank everyone without whom this last year would not have been possible – including my son DJ for his patience while I was traveling, my parents for covering on the home front, and my Assistant City Clerk Jennifer Robison and Administrative Clerk Maria Becerra for covering on the office front. And a special thank you to the membership at large for allowing me this opportunity to serve you and our organization – it will be a year I will never forget.

Many years ago when I first became a City Clerk, then retiring City Clerk Nancy Dillon asked me to get involved by taking her place on the League Administrative Services Policy Committee. I remember her words clearly. Nancy told me once you get involved in this profession you will always be involved and you will never regret the time you spend even if it is voluntary. She was absolutely right!

So while I am signing off for the last time as CCAC President, I'll remain involved with the profession for years to come and encourage everyone to do the same because "Together Everyone Achieves Much."

Thank you Team Clerk!

# Professional Development Update

Institute Scholarship applications are now being accepted for the following CCAC MMCA (Master Municipal Clerk Academy) and TTC (Technical Track for Clerks) Institute Sessions.

## **NOVEMBER 1, 2011 is the deadline to submit your application.**

MMCA (Master Municipal Clerk Academy), February 8-10, 2012

LOCATION: TBD

REGISTRATION COSTS: \$1,050 (subject to adjustment)

REGISTRATION: Register online at [www.cepoweb.com](http://www.cepoweb.com);

Online course registration will be available late November 2011.

Downloadable registration form will also be available online.

CONTACT: Maureen Kane (951) 789-8319; [CEPOwithKane@aol.com](mailto:CEPOwithKane@aol.com)

TTC (Series 200) March 13-16, 2012 (Pending confirmation)

LOCATION: University of Riverside, Extension Campus

1200 University Avenue, Riverside, CA

REGISTRATION COSTS: \$1,280 for CCAC Members (subject to adjustment)

REGISTRATION: Opens Mid-January 2012 until session is full

CONTACT: Maureen Kane (951) 789-8319; [TTCwithKane@aol.com](mailto:TTCwithKane@aol.com)

TTC (Series 400) June 12-15, 2012 (Pending confirmation)

LOCATION: University of Riverside, Extension Campus

1200 University Avenue, Riverside, CA

REGISTRATION COSTS: \$1,280 for CCAC Members (subject to adjustment)

REGISTRATION: Opens Mid-April 2012 until session is full

CONTACT: Maureen Kane (951) 789-8319; [TTCwithKane@aol.com](mailto:TTCwithKane@aol.com)

The scholarship application/policy is also available on the CCAC website at the following link: [http://www.californiacityclerks.org/Scholarship Information.87.0.html](http://www.californiacityclerks.org/Scholarship%20Information.87.0.html)

You may email your completed application (with an electronic or scanned signature) to me at [jtilton@ci.manteca.ca.us](mailto:jtilton@ci.manteca.ca.us). Other options for submitting your application:

### Mail or Fax to:

Joann Tilton, MMC

CCAC Professional Development Director

c/o Manteca City Clerk's Office

1001 W. Center St.

Manteca, CA 95337

\*FAX (209) 923-8960



Joann Tilton, MMC  
Professional  
Development Director

## Northern Division Scholarships

### **Scholarship Awarded July, 2011:**

- Two \$300 scholarships to: Maricela Hernandez of Seaside and Jennifer Yamaguma of Santa Clara for the August 2011 LTC
- Two \$300 scholarships to: Janel Chapman of Lakeport and Tom Graves of Santa Cruz for

the September 2011 TTC

### **Upcoming - Northern Division Nuts & Bolts**

\*\*NCCCA will award two \$400 scholarships for this workshop. Applications and guidelines coming!\*\*

# LOCC Annual Conference & Expo

The League of California Cities Annual Conference & Expo will be held September 21-23, 2011 at the Moscone West Convention Center in San Francisco.

Don't forget to register your City's voting delegate for the conference!

Sessions that may be of interest to city clerks include:

- Caught in the Net: Tools and Tips for Managing Employee Misconduct and Other Issues in Social Media
- Guide to Crisis Communications and Strategic Solutions
- Leadership Strategies in Times of Economic Meltdown
- Linking Generational Differences for a Stronger City
- Parliamentary Procedure for Mayors and Council Members
- Turning Civic Passions into Action: Volunteers As Strategic Resources for Cities
- And more!

Also for clerks... City Clerks Department Pre-Conference Workshop

## "Public Hearings: the Good, the Bad, and the Complicated"

Public hearings are good because they encourage citizen participation and transparency in government. Hear how public hearings can go bad as out-of-control situations result in new case law and legislation. Learn about the complicated processes associated with various hearings and the implications of Proposition 26.

Wednesday, September 21, 2011

10:30 a.m. – 3:00 p.m.

\$100 (includes lunch)

Approved for 1 IIMC point

Register online for the conference and/or the workshop at [www.cacities.org/AC](http://www.cacities.org/AC) by Tuesday, August 30, 2011.

## Central Division Installation

### RSVP TODAY!

CCAC Central Division will be having its annual installation meeting on September 16, 2011 in Manteca, California. The Education Program is going to be "Journey to Digital Delivery and Greater Transparency" presented by City of Sacramento's Dawn Bullwinkel, Assistant City Clerk. See page 8 for additional information and registration form.

## Newly Designated

Congratulations to the following IIMC Members for achieving their designations!

### Certified Municipal Clerk:

- o Suellen J. Johnston, CMC, City of Dixon

### Master Municipal Clerk:

- o Poonam Davis, MMC, City of Long Beach
- o Margaret Wimberly, MMC, City of Brentwood



Congratulations!

# Northern Division Grant Program

## 2011-12 Northern California City Clerks Association \$1,000 Grant Program

Applications Accepted in October and November

**Summary:** The Northern California City Clerks Association (NCCCA) Grant Program was established to assist and encourage NCCCA members to pursue projects that will provide innovative solutions to municipal operations in the City Clerk's Office, enhance citizen participation and promote the City Clerk profession. Grant monies may be expended for supplies, materials, staffing, advertising, training, software, hardware, etc. needed to complete the project.

**Projects:** The NCCCA will award (1) \$1000 grant for a proposed project in one or more of the following categories:

- (a) Elections
- (b) Records Management
- (c) Public Relations

- (d) Council or Legislative Procedures
- (e) Development of the City Clerk's profession
- (f) Minute or agenda preparation
- (g) Special Project
- (h) Technology

**Eligibility:** Any paid member of NCCCA in good standing of at least one year is eligible for the NCCCA Grant Program, excluding any city with a representative on the NCCCA Executive Board during his/her term of office.

**Application:** The NCCCA Grant Policy and Application is hosted on the CCAC website under Northern Division Notices - [NCCCA Grant Policy & Application](#). Applications must be completed on the approved form and submitted to the Division Chair, the grant announcement will be made at the January 20, 2012 meeting in Milpitas.

**Due Date:** November 30, 2011

## Athenian Dialogues

### Announcing Athenian Dialogue #3 . . .

"We Band of Angels" by Elizabeth M. Norman

Location: Manteca

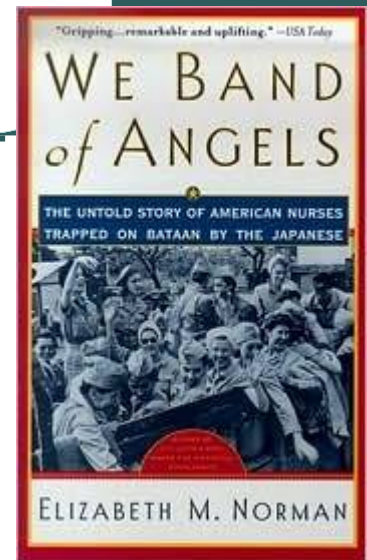
The Dialogue will be held in September. The exact date is being determined, but go ahead and get your book now!

### Athenian Dialogue #4 . . .

Will be held in early November in Northern California

Watch the City Clerk Listserv for final scheduling information on these next two California Dialogues.

If you have any questions please contact Patrice Olds at [olds@walnut-creek.org](mailto:olds@walnut-creek.org) or (925) 943-5819.



## 2011-12 Northern Division Meeting Schedule

- 9/30/11 - Gilroy
- 11/18/11 - Capitola
- 1/20/12 - Milpitas
- 3/23/12 - Sacramento area *LOCATION NEEDED* (contact Mindy Cuppy, Program Chair - (916) 851-8721)
- 6/22/12 - Truckee
- 9/21/12 - San Leandro



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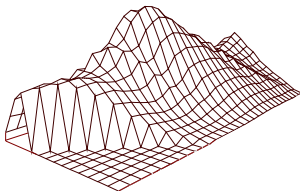
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## Redistricting Services for Local Governments

Whether council members are elected at-large or by district, you, your city manager, and the council need to be aware of how 2010 Census results may affect your city and what state and federal laws pertain to redistricting.

- Cities that elect council members by district may need to redraw boundaries to equalize populations.
- Cities with at-large election systems may face challenges under the California Voting Rights Act.

We can help you: We evaluate current boundaries to see if they are in compliance; if they are not, we assist with the development of a new districting plan or plans, including maps and supporting data, and consultation with the county registrar of voters office regarding implementation of the adopted plan. We also help cities with the transition from election at-large to election by district.

Berkeley Office  
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Lapkoff@Demographers.com

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Jeanne Gobalet  
408-725-8164  
Gobalet@Demographers.com





**CENTRAL CALIFORNIA DIVISION**

WHAT: Meeting Notice for a General Membership Meeting ~  
Lunch / Program / Installation of New Executive Board Members

WHEN: Friday, September 16, 2011 ~ 10:00am – 2:00pm

COST: \$30.00 (bring payment to meeting)

WHERE: Chez Shari Restaurant (209-825-8524)  
Godfather Room on 2<sup>nd</sup> Floor  
Golf Course Clubhouse ~ 305 N. Union, Manteca, CA 95337

DIRECTIONS: Attached to this notice, or contact Jennifer Bustamante

PROGRAM: <Points Approved by IIMC – 2 hrs = .5 CMC/MMC>

**10:00 AM – 12:00 PM: "JOURNEY TO DIGITAL DELIVERY AND  
GREATER TRANSPARENCY" presented by Dawn Bullwinkel,  
Assistant City Clerk, City of Sacramento**

**Central Division-General Membership Meeting  
(Working Lunch 1:00-2:00PM)**

LUNCH: "Sandwich Bar" with various meats and cheeses

RSVP: By: Tuesday, September 13, 2011  
Attn: Jennifer Bustamante  
Ph: (209) 863-7122  
Fax: (209) 869-7100  
Email: [jbustamante@riverbank.org](mailto:jbustamante@riverbank.org)

The following people will be attending from \_\_\_\_\_:  
(City)

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Name Title

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# 2010/11 CCAC Board of Directors

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League Representative: Lorraine Okabe, Information Services Mgr., 916-658-8236, [okabel@cacities.org](mailto:okabel@cacities.org)