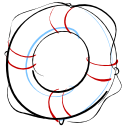




AGENDA
CITY CLERK'S ASSOCIATION OF CALIFORNIA
NORTHERN DIVISION
NUTS & BOLTS Workshop
March 1 & 2, 2012

- 7:30 a.m. to 8:30 a.m. **Nuts & Bolts Boarding the S.S. City Clerk (Registration)** Embassy Suites Hotel,
Napa – Cabernet Room
1075 California Blvd.
- 6:30 a.m. to 8:30 a.m. - Complimentary Full Cooked-to-Order Breakfast is served in the Atrium for **hotel guests only**
- 8:30 a.m. to 8:45 a.m. **Introduction and Welcome/Explanation of Schedule**
Dawn Abrahamson, MMC, City Clerk, Vallejo
- 8:45 a.m. to 10:00 a.m. **Building on the Basics, Part I**
Trainer(s): Joann Tilton, MMC, City Clerk, Manteca
Dawn Abrahamson, MMC, City Clerk, Vallejo
Rebekah Barr, MMC, City Clerk, American Canyon
- The Clerk, Cities, Meetings, Minutes, Agendas, Notices, Public Hearings, Ordinances, Resolutions, Municipal Code
- 10:00 a.m. to 10:15 a.m. **Break**
- 10:15 a.m. to 10:45 a.m. **Building on the Basics, Part I (continued)**
- 10:45 a.m. to Noon **Building on the Basics, Part II**
Trainer(s): Joann Tilton, MMC, City Clerk, Manteca
Rebekah Barr, MMC, City Clerk, American Canyon
- Bids for Public Projects, Annexations, Vacations, Deeds, Claims, Summons, Insurance, Commissions/Clerk/Mayor/Council Relations
- Noon to 1:00 p.m. **Lunch** - served in The Terrace I
- 1:00 p.m. to 2:30 p.m. **Political Reform Act and the FPPC**
Trainer(s): Dawn Abrahamson, MMC, City Clerk, Vallejo
- Officeholder and Candidate Campaign Statements and Filing Officer Responsibilities and Duties





THURSDAY, March 1 (continued)

2:30 p.m. to 3:15 p.m.

Professional Advancement

Trainer: Joann Tilton, MMC, City Clerk, Manteca

- Certified Municipal Clerk and Other Opportunities For Furthering Education

3:15 p.m. to 3:30 p.m.

Break

3:30 p.m. to 5:00 p.m.

Elections

Trainer(s): Mark Numainville, CMC, Acting City Clerk, Berkeley

- Responsibilities of the City Clerk as the Elections Official

5:30 p.m. to 7:30 p.m.

Complimentary Evening Beverage Reception in the Atrium

FRIDAY, March 2

6:30 a.m. to 8:00 a.m.

Complimentary Full Cooked-to-Order Breakfast is Served in the Atrium **for hotel guests only**

Embassy Suites Hotel,
Napa – Cabernet Room
1075 California Blvd.

8:00 a.m. to 9:15 a.m.

Records Management

Trainer: Judy Price, City Clerk, Truckee

- Basic Components of Records Management

9:15 a.m. to 10:45 a.m.

Brown Act and Public Records Act

Trainer(s): Gena Stinnett, Richards, Watson & Gershon

- Complying with Brown Act Requirements and Responding to Public Records Requests



10:45 a.m. to 11:00 a.m.

Break

11:00 a.m. to 12:30 p.m.

Brown Act and Public Records Act (continued)

12:30 p.m. to 1:30 p.m.

Lunch and Ask the “Experts” Panel Discussion

Panelists: Joann Tilton, City Clerk, Manteca; Dawn Abrahamson, City Clerk, Fremont; Judy Price, City Clerk, Truckee