



Stephanie D. Smith, MMC
PRESIDENT
City Clerk's Association of California
League of California Cities – City Clerks Department
City of Murrieta
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January 16, 2019

SUBJECT: CITY CLERKS AWARDS OF DISTINCTION – CITY CLERK OF THE YEAR

Dear Fellow CCAC Members:

As President of the City Clerks Association of California (CCAC), I am pleased to announce that nominations are now being accepted for the 2019 City Clerk Awards of Distinction. The purpose of the Awards of Distinction is to recognize City Clerk professionals who have made significant and exemplary contributions to their city, community or profession.

While this nomination form is also being sent to Mayors and City Managers, I encourage you to complete the enclosed nomination form to recognize a City Clerk, Assistant City Clerk, Deputy City Clerk, Special District Clerk or another member of CCAC who may have exceeded the call of duty in one or more areas. If you have an accomplishment of which you are particularly proud, please feel free to complete the form for yourself.

Some of our past recipients have demonstrated exemplary achievement in the areas of public relations, organization and administration, legislative procedures, technology, elections and voter outreach, education, records management, mentoring and special projects.

From the nominations received, we will select individual Awards of Distinction, as well as name one individual as “City Clerk of the Year”. All nominations and awards will remain confidential until they are presented at our CCAC President’s Awards Banquet at the CCAC Annual Conference in Anaheim on April 4, 2019. It is a very exciting evening, and it will be a surprise for the “City Clerk of the Year” whose family, Mayor and City Manager will be confidentially invited to surprise her/him with their attendance at the banquet.

Please take this opportunity to complete the nomination form and submit it by the deadline of **Friday, February 22, 2019**. The Awards of Distinction are highly valued and particularly meaningful for City Clerks, and being named “City Clerk of the Year” is a lifetime honor few achieve. If you have any questions, please contact me at 951.461.6030 or ssmith@murrietaca.gov

Sincerely,

Stephanie D. Smith, MMC
City Clerk, City of Murrieta
CCAC President

CITY CLERK AWARDS OF DISTINCTION NOMINATION FORM
(Please submit nominations by February 22, 2019)

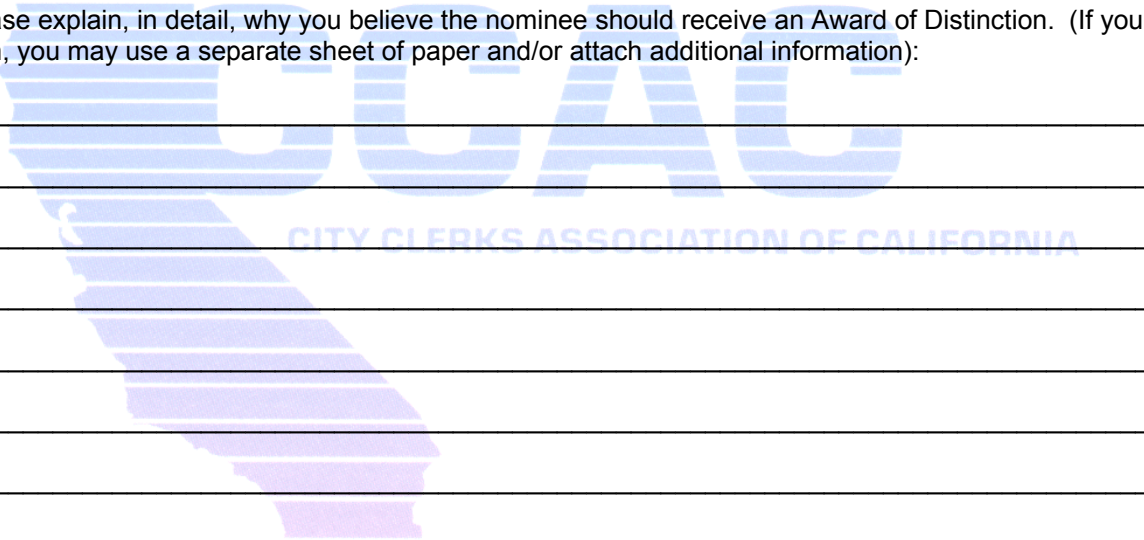
Name of Nominee: _____

Position/City: _____

The nominee is being nominated in the following recognition categories:

- | | |
|---|--|
| <input type="checkbox"/> Public Relations | <input type="checkbox"/> Records Management |
| <input type="checkbox"/> Organization, Administration, Communications | <input type="checkbox"/> Special Projects |
| <input type="checkbox"/> Legislative Procedures | <input type="checkbox"/> Humanitarian/Good Samaritan |
| <input type="checkbox"/> Elections and/or Voter Outreach | <input type="checkbox"/> Mentoring |
| <input type="checkbox"/> Education | <input type="checkbox"/> Technology |
| <input type="checkbox"/> City Clerk of the Year | <input type="checkbox"/> Other _____ |

Please explain, in detail, why you believe the nominee should receive an Award of Distinction. (If you wish, you may use a separate sheet of paper and/or attach additional information):



Contact information of individual submitting nomination (Name / Title / Telephone):

If the nominee is selected as our **City Clerk of the Year**, please list a confidential contact person who would be able to assist in making necessary arrangements for the presentation:

Please return form by e-mail by February 22, 2019, to:

Stephanie D. Smith, City of Murrieta
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This award is confidential and will not be announced publicly until Thursday, April 4, 2019, at the President's Annual Banquet in Anaheim, CA.