



FEBRUARY 14 & 15, 2019
CCAC NORTHERN
"NUTS & BOLTS" WORKSHOP

Come learn to successfully navigate the jungle of the Clerk World! This workshop will help you understand the many roles that you will take as a City Clerk. It is designed to prepare you by providing initial training and information on the intricate details of City Clerk Office responsibilities—useful for all levels of explorers (i.e., City Clerks, Deputy or Assistant City Clerks, and City Clerk support staff).

Training will focus on subjects such as agendas, minutes, record keeping, contracts, research methods, ordinances, resolutions, elections, and a myriad of other subjects. A City Attorney will provide information on the Brown Act, the Public Records Act, and other California statutes.

Those completing the entire workshop will receive three (3) CMC—Continuing Experience Education points toward certification.

Workshop & Hotel Registration Deadline is

January 14, 2019

CONFIRM YOUR ATTENDANCE!

[CLICK HERE!](#)

Participants will be responsible for printing out and bringing all training materials to the workshop. A link to access the materials with instructions will be provided one week prior to the workshop.



Workshop at
Rancho Cordova
Council Chambers

Lodging
Available at the
Hyatt Place (adjacent to City Hall)

Group Code "G-CC01"
Rate \$149/night

[Click here](#) to book your stay!

Workshop Registration
\$175 for CCAC
Members

\$200 for Non-
CCAC Members

The theme this year is:
*"Navigating the Jungles of the
City Clerk Kingdom"*

Don't miss out!

For more information contact:

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