Can you believe it’s November already? November 1st means 55 days until Christmas. Just sayin’.

There are lots of amazing things coming up, but first I want to recap our CCAC Board Retreat and Goal Setting Session that was held at the end of October in Carlsbad. For two days the Board met and reviewed policies, discussed the CCAC budget, previewed the program for our April 2019 Annual Conference, identified resources to help make our Region Workshops even better, and spent some time getting to know one another – an important fact given that we have so many new members on the Board. We each walked away with assignments to help CCAC move forward, including cleaning up some of our policies, revamping our communication tools so that this newsletter, our website, and our social media presence is more engaging, and a commitment from your Board Members to meet more frequently through the use of e-meetings and teleconferences to supplement the three in-person Board Meetings held annually.

Looking forward to next year, I’ve just received the Save the Date invitation for the Region IX Dinner to be held in conjunction with the IIMC Conference in Birmingham, Alabama in May. I know that’s a long way off and there is so much to do and plan and accomplish before then. But I wanted you to have the information so you can start thinking about joining IIMC in Birmingham. You can find the flyer on page 9.

Looking ahead, the League of California Cities New Law and Election Law Seminar is just around the corner. If you haven’t already signed up to attend, I encourage you to do that right away. While the CCAC Annual Conference is our primary educational summit for the year, the Leagues NLEL Seminar is our go-to meeting for updates on new legislation, overviews of what’s pending in Sacramento, and frankly, the best place to get information on changes in the law that affect our day to day operations. I hope to see many of you there.

Also coming up in December will be your CCAC renewal. Membership renewals are due January 1st of each year, and each City has one primary member (usually the City Clerk) as well as additional associate members. This is a great time to update your staff listing so that our directory and membership database is correct. Contact 2nd Vice President Anthony Mejia is you have any questions about that or have had changes in your team that you think we should know about.

Finally in late November or early December we will have the launch of our Conference Registration. The 2019 Conference in Anaheim/Orange is going to be AMAZING! So watch for that conference email and sign up so you can be part of the fun.

Remember last month when I shared that this year, I would be Creating My Own Magic? Take a look at this great logo put together by 2nd VP Anthony Mejia to remind me, there is a little bit of magic to be found wherever we go.

Along those lines, I’ve spent a lot of time this month working with up and coming Clerks and Assistants that are preparing for interviews. One thing I always tell them is that you have to own the
Get your wands ready! Sorceress and CCAC President Stephanie Smith, has chosen “Creating Your Own Magic” as her official 2019 Annual Conference Theme. And she has already created magic with her planning!

Mark your calendars now – as this is a little earlier than in the past! The conference will take place in the City of Orange, just adjacent to Anaheim, April 3-5, 2019 at the DoubleTree by Hilton Hotel Anaheim – Orange County. For those looking for extra CMC/MMC points, we are once again including an Academy session on Tuesday, April 2nd, (more information to come on that soon) and I’m excited to announce that we will have two (yes two!) Athenian Dialogues to choose from pre-conference. One will be on “Creating Magic - 10 Common Sense Leadership Strategies from a Life at Disney” by Lee Cockerell and the other is “Becoming Michelle Obama” by Michelle Obama. Letting you know early so you can get your books and start reading over the holidays!

We are working on exciting plans for our Wednesday, All-Conference Event – stay tuned for more information coming soon that! And, of course, the Thursday evening banquet promises to be magical. We’ll also be honoring our Clerk of the Year at this banquet, so be sure to plan to attend this enchanted extravaganza (the banquet is included with your conference registration).

The program is locked down and we are in the process of receiving the points assessment from IIMC. There are some wonderful, creative and new education sessions that really embrace the theme. I promise you will not want to miss them. In addition, all day Thursday you’ll have an opportunity to choose between two trainings each session, one is a Technical Track and the other is a Leadership Track – you’ll have six sessions to choose between.

We expect conference registration to go live at the end of the month. There you will find all the information you need to register, including the link to hotel for conference pricing. In the meantime, I’m happy to answer any conference related questions. I can’t wait to see you in Anaheim.

Patrice Olds, MMC
First Vice-President

President’s Message Cont.

interview. What does that mean? It means from the moment you pull into the parking lot to the moment you shake their hands on the way out, you believe you already have the job. You believe that there is no one out there more qualified than you. You believe that no one is you but you, and that is your power! Interviewing can be scary. I get that. But when preparation meets opportunity, magic happens. And know this – opportunity is always out there.

So the one thing you can do is prepare. Practice talking about your wonderful self. Know everything there is to know not just about the organization you want to join, but the person who will be your boss. Map out your route so you don’t get lost. Drive there once or twice on a similar day and time so you know what type of traffic to expect. Actually download and read the budget document, including the goals and initiatives for the Clerk’s office. If you do these few things, I guarantee you will stand out from the crowd.

Last month I closed with a challenge - Don’t sit on the sidelines. Don’t wait to be invited to handle a new project. Don’t waste your talents in an environment that doesn’t appreciate them. How many of you rose to the challenge? If you didn’t quite hit the mark that’s okay. Every day is a new opportunity to forget the past, learn from your mistakes, and start fresh. Create your own magic!

"Nobody else can live the life you live. And even though no human being is perfect, we always have the chance to bring what’s unique about us to live in a redeeming way."

Mr. Fred Rogers
I asked, and you all really answered the call for volunteers. Over 30 of you have joined CCAC’s new Membership and Inclusivity Committee (MIC Committee). We held our first brainstorming teleconference this past week and we will soon begin our subcommittee work to carry out our goals/assignments. I’ll provide an update next month on the projects that we will be working on over the next year.

Membership Report

- **978 Paid Members**
  - 485 Primary Members
  - 492 Associate Members

- **158 Lifetime/Retiree Members**
  - Mr. Byron Pope is our latest addition to the Lifetime Membership status and I’d personally like to congratulate “Triple P” (Past President Pope) on his retirement.

Over the next couple months, CCAC will be working to upgrade our membership software to simplify the membership renewal process among other things. The MIC Committee will consider this membership report as our baseline and we accept the challenge of increasing our membership with those Clerk Professionals who could benefit from joining our amazing Association.

Lastly, I am pretty lucky to be succeeding the awesome Patrice Olds, 1st Vice President! Patrice has really helped me onboard to the membership process and even took the time to clean-up the membership rosters so that I would have a clean slate. We are all very lucky to have her in this Association’s leadership.

Newly Designated Clerks

- Irwin Ortiz, CMC
  Assistant City Clerk, City of Watsonville
  irwin.ortiz@cityofwatsonville.org

- Mary Capps, CMC
  Secretary, Las Virgenes Municipal Water District
  mcapps@lvmwd.com

- Lira Goff, CMC
  Confidential Administrative Assistant/Assistant Clerk, Sacramento Housing & Redevelopment Agency
  lgoff@shra.org

- Lucie Colombo, CMC
  Assistant City Clerk, City of Hawaiian Gardens
  lcolombo@hgcite.org

- Marie Weber, CMC
  Assistant City Clerk, City of Rancho Cordova
  mweber@cityofranchocordova.org

- Duviet V. Rodriguez, CMC

- Annette Ortiz, CMC
  City Clerk, City of Santee
  aortiz@cityofsanteecia.gov

- Heather Iopu, CMC
  Deputy City Clerk, City of Vallejo
  heather.iopu@cityofvallejo.net

- Angela Bustamante, CMC
  City Clerk, City of Bell
  abustamante@cityofbell.org

- Sheree Kansas, CMC
  Deputy City Clerk I, City of Chula Vista
  skansas@chulavistaca.gov

- Maria E. Ayala, MMC
  City Clerk, City of Vernon
  mayala@ci.vernon.ca.us
Meet the Professional Development Committee

As Professional Development Director, I’m responsible for CCAC continuing education, scholarship processes, and developing certification and professional development programs sponsored by the Association. It’s a huge job, and one I would never be able to pull off on my own. There’s an amazing group of people on the Professional Development Committee that investigate, research, compile and create all that we do each year to provide you with quality, relevant education and professional development opportunities, and help provide scholarships to attend them. This group keeps the members informed on education and professional development programs sponsored by the Association and ensures that our programs fulfill the professional objectives of City Clerks.

Your Professional Development Committee members are:

- Holly Charlety – Institute & Education Scholarships Coordination
- Melissa Thurman – Athenian Dialog Coordinator
- Vicki Kassad – Mentoring Program Coordinator
- Marc Donohue – Mentoring Program Coordinator Support
- Denise Anderson-Warren – Region Workshop Support
- Kerry Bigelow – Regional Training Resources/Region Director’s Training Tool Kit
- Jerryl Soriano – Pat Hammers Scholarship Coordination
- Peggy Kuo – Regional Workshop Sponsorship Program Coordination
- Dawn Abrahamson – Professional Development Director Guru
- Shawna Freels - Professional Development Director

Know you are going to hear a lot from us this next year as we roll out new initiatives, provide more scholarships and develop creative ways to fulfill our mission.

Region 8 Director’s Message - Debra Jackson

Fall Greetings from Region 8, Imperial County. My name is Debra Jackson. I am the City Clerk for the City of Imperial and look forward to serving as Region 8 Director.

First off, a huge “thank you” to Diane Caldwell, City Clerk, City of El Centro for the wonderful job you did as our region director the past two years.

Cooler weather is finally here and with it the opportunity to take in the numerous activities going on in the desert at the far south end of the state. Good-bye to the 100 plus degree heat and endless hot sun shine. We can now enjoy going out and participating in the fall activities happening in the region. From Farmers Markets (valley wide), the Honey Festival (City of Westmorland), the Cattle Call Rodeo (City of Brawley) to activities in the local sand dunes, this is the time of the year to be out and about in our area.

The Region 8 Education Workshop was held on October 18, 2018 with an excellent and engaging session – When It’s “Everybody’s City Hall” Understanding and Assessing the Label of Mental Illness, presented by Ms. Maureen Kane and Dr. Maura Kane. I could not believe how quickly our time sped by...before I knew it the session was at an end. A wealth of Information was presented that is valuable in both our professional and personal lives.

Many thanks to Alma Benavides, City Clerk, City of Brawley for hosting this session. And of course, a big thank you is in order to our sponsors, Netfile and Southtech Systems.

See you in December in San Francisco at the City Clerk’s New Law and Election Seminar.
Register now for these upcoming educational opportunities.

Upcoming CCAC Educational Sessions

CCAC Regional Education Workshops

Region 5 (Desert Mountain)
Presenter: Diane R. Gladwell, MMC
November 28, 2018, 9:30 a.m. to 2:30 p.m.
Hosted by City of Hesperia
Click here for more information and to register online by November 21, 2018

Athenian Dialogues

I Am Malala by Malala Yousafzai
Facilitated by Susan M. Domen, MMC
Tuesday, December 4, 2018, 9:00 a.m. to 3:30 p.m.
Hosted by City of Carlsbad
Limited to 30 participants
Click here for more information and to register online

This is Me by Chrissy Metz
Facilitated by Susan M. Domen, MMC
Friday, February 1, 2019, 9:00 a.m. to 3:30 p.m.
Hosted by City of Taft
Limited to 30 participants
Click here for more information and to register online

League of California Cities New Law & Elections Seminar, Dec. 12-14, San Francisco

This conference emphasizes new laws affecting elections in addition to many other facets of the City Clerk’s roles and responsibilities such as the Fair Political Practices Commission, the Brown Act and the Public Records Act. Click here for details.

Northern Nuts & Bolts Workshop

This workshop is designed to provide initial training and information of the various City Clerk Office responsibilities – a must for new City Clerks, Deputy or Assistant City Clerks, and City Clerk support staff. Training will focus on subjects such as agendas, minutes, recordkeeping, contracts, research methods, ordinances, resolutions, elections, and a myriad of other subjects.
February 14-15, 2019, Located at Rancho Cordova City Hall
Click here for more information and to register online

Save the Date

2019 CCAC Annual Conference
April 2-5, 2019
DoubleTree by Hilton Hotel, Orange, CA

View more Educational Opportunities at www.californiacityclerks.org/education-and-events.
Region 13 Director’s Message - Patricia Barajas, CMC

As I start my first full term as Region 13 Director, I would like to wholeheartedly thank you for your support! I’d also like to extend my support not only to Region 13, but the entire association over the next two years.

A few noteworthy events to highlight in Region 13:

In the month of June, the City of Hollister and City Clerk Christine Black, hosted a free workshop for filing officers of statements of economic interest and campaign statements. The Fair Political Practices Commission presenter explained specific duties for administering the provisions of the Political Reform Act. The “What's Old & What’s New: Workshop for SEI and Campaign Filing Officers” was very well attended and received.

On September 7, the City of Salinas and Deputy City Clerk Elizabeth Soto, hosted an educational workshop in line with National Emergency Preparedness month focusing on the Clerk's Role in Emergency Management.

Facilitator Rex Osborne, MoreThanTalk, LLC, shared real life events covering the different types of emergencies municipalities are susceptible to emphasizing on the understanding and development of emergency preparedness, prevention, response and recovery plans.

In the middle of election season, the City of Pacific Grove is proud to announce the initiation of training in Agenda Quick. Led by City Clerk Sandra Kandell, Pacific Grove hopes to go live after the Election and holiday season and look forward with a much-needed solution that automates the labor-intensive approval, assembly, and distribution of agendas and minutes management processes. In the future, Pacific Grove also hopes to implement and phase-in a public records request management process.

Rebuilding Bridges with Communities of Color

In March 2018, the City of Palm Springs received its letter from the Law Office of Shenkman & Hughes alleging racially-polarized voting in past elections. People all across City Hall could hear the profanities coming from my office as it’s the second time I’ve personally been named on these letters... I had just wrapped up the districting process in South Pasadena last November.

But, after about a week, my City Council started to turn and realized that this is an opportunity to enhance civil rights and strengthen minority voting power for future generations.

The City Council directed our City Attorney to negotiate with Mr. Shenkman to allow the City to have until December 31 to complete the districting process, rather than the statutory 90 days. With an extra six months in tow, my City Council Subcommittee formed the CVRA Community Working Group (Working Group), consisting of eight community members, to provide independent recommendations related to the districting process.

The Working Group immediately began by establishing four Guiding Principles which the City Council unanimously adopted in May 2018. With the City Clerk providing primary support to the Working Group and marketing assistance from the City's Communications Director, the Working Group began meeting on a weekly basis to discuss how to engage the community, how to reduce barriers to running for City Council, how to diversify the Boards and Commissions, and selecting the right form of governance for the City.

Between June and July, the City hosted or participated in over 15 Community Engagement Forums and meetings at various locations throughout the City. Utilizing the network of the Working Group, the City engaged our Latino community with a Spanish-language Community Engagement Forum hosted at

(Continued on page 7)
one of the local elementary schools. Speaking to one of our Councilmembers, a Latina resident told her “this is the first time anyone has asked my opinion about the City…” That resident lives in a trailer park at the north end of town surrounded by a much more affluent community. It is very likely that no candidate or City official had ever engaged that community until now.

We also held four map-drawing classes targeted to communities of color to ensure that our historically disenfranchised residents not only had access to the advanced technology, but we wanted to make sure they knew how to use it. In total, the residents of Palm Springs submitted over 30 community-drawn maps for consideration.

Additionally, four young Filipino-American community activists stepped-up and begun engaging their community after their official neighborhood representative made a comment at a meeting to the effect of “… getting Latinos and Filipinos to participate in any kind of official way is a lost cause.” Independent of the City, these activists canvassed their neighborhoods and urged their friends and family to participate in the first “Bayanihan” (which refers to community spirit) in Palm Springs. In defiance of the representative’s foregone conclusion, these activists brought out nearly 75 people of color and their allies to their neighborhood Community Center so that they too could learn about the districting process.

The City is now in the second phase of the districting process and we are now touring the City with the top five preferred maps. There are another 15 or so Community Engagement Forums and meetings scheduled, plus one more “Bayanihan” before this process will wrap up. However, as the City Clerk, I plan on engaging my own “City Clerk’s Round Table” similar to that of many “Police Chief’s Round Table.” This will allow my office to keep its ear to the ground, better recruit for Boards and Commissions, and to increase our involvement in voter outreach and education. You can learn more about the City’s districting process at: www.psdistricts.com.

IIMC Certification Brochures

The IIMC Education Department is proud to announce the release of brand new certification information material. The new brochures are designed to provide the same information given out by the department in a whole new way. Click below to check out the new brochures and share with those working on their CMC or MMC.
Diane Halverson, MMC  
City Clerk, City of Escondido

Born and raised in California, I began my career teaching elementary school students. With a BA in English and an MA in Education (go Aztecs!), my 20 year teaching career offered many opportunities in various classrooms from K-12. In June 2006, I accepted a position as Executive Office Specialist in the Escondido City Clerk’s Office. Then, in December 2011, I was appointed to serve as City Clerk. I have received technical and leadership training through the City Clerks Association and the International Institute of Municipal Clerks and obtained two certifications: Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC). I also serve as a mentor to supervisors within the City of Escondido and as a mentor through CCAC.

Recently I have made changes to our agenda process to be paperless from start to finish with the use of electronic signatures. In addition, we have converted our micro media (fiche, film, and aperture cards) to pdfs for easy access via Questys (Records Software). Procedures are now in place to reduce our footprint by adopting an electronic records policy to be used by all departments and maintaining permanent documents in digital format.

On a personal note, I have been married 39 years and have two adult children and two grandchildren, who I now will be able to babysit in my upcoming retirement. In my spare time I love to travel, cook, read, and experience adventures with my family.

I follow Mark Crowley, speaker and author of Lead From the Heart. His management focus is on the value of people and his research led to his motto that “the heart is the driving force of human achievement”. I am always encouraged by his articles and comments. In all of my careers, I have found people to be fascinating - from school children and parents, to the public at the counter, colleagues and elected officials. What motivates me to come to City Hall each day is the privilege to work with a great team to provide efficient customer service with respect and a smile.

City Clerk Listserv FAQs

What is the Listserv?  The League of California Cities offers a private Listserv for City Clerks to post questions, provide resources to other cities, or poll colleagues on current issues.


How do I post to the Listserv?  Send your email to city_clerks@lists.cacities.org. The email will be reviewed and approved by the Listserv Moderator prior to release.

Can I receive a digest instead of individual emails?  Yes! Log into to your account at http://lists.cacities.org/mailman/listinfo/city_clerks to update your subscription preferences.

How do I update my membership information or unsubscribe?  Log into to your account at http://lists.cacities.org/mailman/listinfo/city_clerks to update your membership information or unsubscribe.

Who do I contact with questions?  Contact Meghan McKelvey with the League of California Cities at mmckelvey@cacities.org or 916-658-8253.
IIMC REGION IX EVENT

Please join us to spend some time with all of the amazing clerks from the **BEST REGION ON THE PLANET** – Region IX Rocks!!! Enjoy food, drinks, door prizes, and great conversation...

**Date:** Tuesday, May 21, 2019  
**Times:** 6:00 to 8:00 p.m.  
**Where:** The Southern Kitchen & Bar, 2301 Richard Arrington Jr. Blvd., Suite 300, Birmingham, AL – Rooftop Bar & Patio  
**Menu:** Cajun Angles (Blackened Bacon wrapped Gulf Shrimp); Pork Belly Sliders, Easy Caprese, Smoked Turkey Chef Salad, Fresh Fruit Medley, Mac & Cheese, and Key Lime Pie – yum! No Host Bar will be available.  
**Cost:** $40/person

Payment info coming soon – please plan on joining us!
WIN BIRMINGHAM CONFERENCE REGISTRATION AND 4-NIGHTS HOTEL

Thanks to the generous donation from IIMC, the IIMC Foundation is offering you an opportunity to win a four (4) nights lodging and one (1) free 2019 Conference Registration Package during the upcoming conference in Birmingham, Alabama in May of 2019! Enter to win today!

This package is valued at $1,600.

Name ________________________________ $ ________
Phone ___________________ Email _______________________
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Tickets are $5 each or 5 for $20

☐ I will pay by check – Please make check payable to IIMC Foundation.
☐ I will pay by credit card – Complete information below:

Credit Card No. ________________________________ Expiration date ________

Signature ___________________________ Please charge this amount $ ________

Winner to be drawn on January 15, 2019!

Mail this flyer today along with your payment to:

IIMC Foundation Treasurer
Roxanne Schneider
PO Box 686
Dysart IA 52224

Thank you for your support!
All proceeds support the IIMC Foundation and IIMC education programs.
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### 2018-19 CCAC Board of Directors

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>City Clerk</th>
<th>Contact Information</th>
</tr>
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<tbody>
<tr>
<td><strong>Stephanie Smith</strong>, MMC, First Vice-President</td>
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<td>(626) 812-5271, <a href="mailto:agarcia@azusa.ca.gov">agarcia@azusa.ca.gov</a></td>
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