



OFFICIAL WORD

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MAY 2017

CCAC President's Message

INSIDE THIS ISSUE:

President's Message	1
Legislative Update	2
Educational Sessions	3
2017 CCAC Election	4
CCAC Book Store	4
Newly Designated	5
Region 12 Message	5
Region 14 Message	6
Member Spotlight	6
IIMC Athenian Leadership	7
Legislative "Hot Bills"	8
Notice of Nominations	10
CCAC 2017 Sponsors	16
Board of Directors	24

ANNUAL CONFERENCE

The 44th Annual CCAC Conference is a wrap! Thank you to the honored guests that made the trip to Cathedral City to join us: IIMC Region IX Directors Tracy L. Davis (Oregon) and Sheri L. Pierce (Alaska), Alaska Association of Municipal Clerks (AAMC) President Nova Javier, Oregon Association of Municipal Records (OAMR) President Dale Shafer, Washington Municipal Clerks Association (WMCA) President Dee Roberts, CCAC Institute Directors Maureen Kane (Technical Track for Clerks) and Pamela Miller (Master Municipal Clerk Academy).

The planning for this conference was orchestrated in concert by First Vice-President Wendy Klock-Johnson and her amazing Co-Chair Treasurer Susan Domen and their incredible conference committee. Thank you to each member of the conference committee for your dedication, professionalism, teamwork, enthusiasm and energy. Rex Osborn (More Than Talk, LLC) and Tom, you coordinated an incredible conference once again! The weather and conference location were great! I know the vendors loved the spacious area this year and I hope you visited with the vendors, networked with your colleagues and made new friends.



Jose Jasso, MMC
CCAC President

The highlight of the conference for me was to choose, announce and present the winners of the 2017 Presidential City Clerk's Awards of Distinction at the Annual Banquet dinner.

Stephanie D. Smith, MMC
City of Lake Forrest
PUBLIC RELATIONS AND SPECIAL PROJECTS

Gloria Molleda, MMC
City of San Gabriel
ORGANIZATION, ADMINISTRATION, COMMUNICATIONS

Rebecca Poirier
City of Torrance
TECHNOLOGY

Tony Russell, MMC
San Diego Regional Airport Authority
HUMANITARIAN – GOOD SAMARITAN

Xiomara Gamez
City of Burbank
SPECIAL PROJECTS

Lori Brewer, MMC
City of Mountain View
SPECIAL PROJECTS

Margaret Roberts, MMC
Retired City Clerk
SPECIAL PROJECTS

Mitzi Ortiz, MMC
City of Aliso Viejo
SPECIAL AWARD OF MERIT

Anthony Mejia, MMC
City of South Pasadena
SPECIAL AWARD OF MERIT

Susan Domen, MMC
City of Lake Elsinore
SPIRIT OF EXCELLENCE AWARD



(Continued on page 2)

Legislative Update



Randi Johl-Olson, JD, MMC
Legislative Director

The League held its quarterly Board meeting on April 19-20, 2017 in Sacramento in conjunction with its Legislative Action Day. The Nominating Committee also met and selected Council Member Mark Kersey of San Diego to fill the 2nd Vice-President position and he will become League president in two years. The Board received an update on the following strategic priorities for 2017:

1. Increase Funding for Critical Transportation and Water Infrastructure. Provide additional state and federal funding and local financing tools — such as reducing the vote threshold for local initiatives — to support California's economy, transportation (streets, bridges, trade corridors, active transportation and transit) and water related needs (supply, sewer, storm water, flood control, beach erosion, etc.) including maintenance and construction. Support appropriate streamlining of storm water regulations and CEQA to avoid duplication and reduce litigation.
2. Develop Realistic Responses to the Homeless Crisis. Increase state and federal funding and support to provide additional shelter and services to California's homeless, and advance the recom-

mendations of the CSAC-League Homelessness Task Force.

3. Improve the Affordability of Workforce Housing and Secure Additional Funds for Affordable Housing. Increase state and federal financial support, reduce regulatory barriers, and provide additional incentives and local financial tools to address the affordability of workforce housing and increase the availability of affordable housing.
4. Address Public Safety Impacts of Reduced Sentencing Laws, Protect Local Priorities in the Implementation of AUMA, and Preserve City Rights to Deliver Emergency Medical Services. Provide tools and resources cities need to respond to recent changes in statewide criminal sentencing policies. Protect local priorities during development of regulations and legislation to implement the Adult Use of Marijuana Act. In addition, continue to preserve city rights to deliver emergency medical services (Health and Safety Code 1797.201).

The Board also received updates on the League's federal priorities, legal advocacy, and pension reform efforts. If you are interested in any of these topics, please contact me and I will be happy to share the relevant information with you. For brevity's sake, we are not including the multiple documents in the Official Word. Finally, attached is the League's "hot bill" sheet which lists several bills of importance for cities for support and opposition. As always, please let me know if you have any questions and/or would like additional information regarding the above.

Contact
Legislative
Director
Randi Johl-
Olson for
more
information.

CCAC President's Message Cont.

The 2017 Clerk of the Year is Vicki Kasad, MMC!



Vicki is the Assistant City Clerk/Records Management Director for the City of Ontario, Region 6 Director and the Mentor Chair. She was nominated by several of her colleagues, City Manager and elected officials. Congratulations to an amazing Clerk!

Be sure to check the CCAC website to see the 2017 award recipients (coming soon!).

CCAC ELECTION

We have CCAC Elections coming up. Newport Beach City Clerk Leilani Brown has once again graciously accepted the position of this year's Nominating Committee Chair. Most of you have already received information via Listserv. If you have benefitted in any way by being a member of CCAC (especially if you've received scholarships), consider giving back to our profession by running for an office and serving on your CCAC Board.



Dawn Abrahamson, MMC
Professional Development
Director

Register now for
these upcoming
educational
opportunities.

Upcoming CCAC Educational Sessions

CCAC Education Workshops

When You Wonder If That Person Will Snap... Recognizing and Understanding Threats

May 10, 2017, 9:00 a.m. to 1:00 p.m.

Hosted by City of Rancho Cucamonga (Region 6 - Inland Empire)

[Click here](#) for more information and to register online by May 3rd.

May 11, 2017, 8:30 a.m. to 12:30 p.m.

Hosted by City of Lathrop (Region 3 - Central Valley)

[Click here](#) for more information and to register online by May 4th.

When You Know You're Not the Problem... Working with and for Impossible People

May 17, 2017, 8:30 a.m. to 12:30 p.m.

Hosted by County of San Diego Registrar of Voters (Region 9 - San Diego)

[Click here](#) for more information and to register online by May 10th.

Creating Retention Schedules & File Plans & Developing Policies & Procedures for Managing Records

May 19, 2017, 11:00 a.m. to 3:30 p.m.

Hosted by City of Clearlake (Region 1 - Redwood Empire)

[Click here](#) for more information and to register online by May 12th.

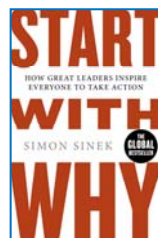
Political Astuteness: How Perceptive Are You?

June 9, 2017, 10:00 a.m. to 2:30 p.m.

Hosted by City of Sacramento (Region 2 - Sacramento Valley)

[Click here](#) for more information and to register online by June 2nd.

Athenian Dialogue



Start with Why by Simon Sinek

Facilitated by Susan M. Domen, MMC, City Clerk

Friday, June 2, 2017

9:00 a.m. to 3:00 p.m.

Hosted by the City of Lake Elsinore

Limited to 30 participants

[Click here](#) for more information and to register online.

Technical Training for Clerks (TTC) - Series 400

June 20-23, 2017

Training will be held at UC Riverside Extension, Riverside

[Click here](#) for more information.

Central Nuts & Bolts Workshop

June 29-30, 2017

Training will be held at DoubleTree Inn in Modesto

[Click here](#) for more information and to register online.

View more 2017 Educational Opportunities at www.californiacityclerks.org/education-and-events.

2017 CCAC Election



Leilani I. Brown, MMC
Nominating Chair

CCAC is conducting its annual election.

The Notice of Nominations, along with the Acceptance of Nomination and Candidate Statement Form, is attached to this issue of the Official Word.

Several positions are up for election, including some of our newly-established Region Director positions. A Region Director job description and a Region list/map are also attached. Pursuant to CCAC bylaws and policies, please note that original signed nominations must be received no later than June 14, 2017. Ballots will be mailed out to all voting members by July 5, 2017, and the deadline to return ballots is August 4, 2017.

Thank you!

**Submit your
signed
nominations
by June 14,
2017.**

New CCAC Book Store



CCAC Book Alley

Have you heard about CCAC's new book store? A book store made specifically for you, tailored with everything you need to be successful in the office and provide relief from the stresses of our day to day routine all at a discounted price. If you enjoy Athenian

Dialogues, or have kids you love to read to, or you're back in school for your degree, CCAC Book Alley has it all. Visit the bookstore at <https://ccacbookalley.mybooksandmore.com>.

The best thing about CCAC Book

Alley is, revenue generated will go towards CCAC Scholarships. If you have any questions or would like to know more information about CCAC Book Alley, contact Marilyn Bonus at mbonus@ontarioca.gov.

Thank You Note from City Clerk of the Year

It was with true amazement that I received the City Clerk of the Year a few weeks ago in Cathedral City. I wanted to take a moment to thank CCAC President Jose Jasso and all of the people who nominated me for this award. It is humbling to think that the profession that has given me so much over the last 40 years, added this recognition to the list. CCAC members are my colleagues, friends, family and BFF's and I love them all for the inspiration and motivation they give me on a daily basis. It has been my pleasure to contribute to the future of our profession and help to mold the careers of the next generation of City Clerks and I hope that they will continue to pay this effort forward. I'm not done in the City Clerk world and hope that I can continue to mentor and train well into the future and prove myself a worthy recipient of this award.

Again thank you President Jasso and CCAC for this great honor!

Vicki Kasad, MMC, Assistant City Clerk
City of Ontario
CCAC Region 6 Director
CCAC Mentor Program Chair



Newly Designated Clerks

Tina Knapp, CMC

Deputy Clerk of the Board, Orange County Sanitation District

Cecilia McDaniel, CMC

Senior Deputy City Clerk, City of San Jose

Pablo Rubio, CMC

City Clerk Assistant, City of Long Beach

Christina Gutierrez, CMC

Assistant City Clerk, City of San Jose

Nova Romero, CMC

Administrative Assistant II, City of Monterey

You did it!
Congratulations

Region 12 Director's Message



Michelle Ascencion, CMC
Region 12 Director

Region 12, the Channel Counties Region, consists of beautiful Ventura, Santa Barbara, and San Luis Obispo counties. Years ago, these three counties created an informal "Gold Coast City Clerks Association" for networking and educational opportunities, and as such, many City/District Clerk staff are already familiar with their counterparts in other parts of the region. However, as many new staff have come and gone with retirements and other transitions over the years, the opportunity to get acquainted with our neighbors is enhanced with CCAC's new regional system.

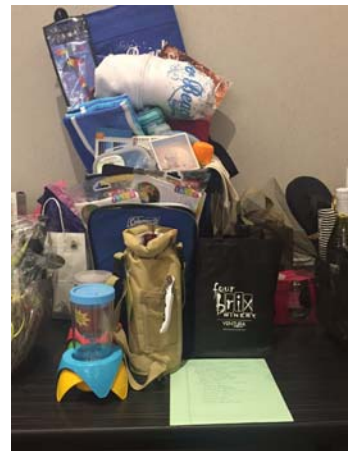
Even with trainings being "closer to home" under the new regional system, nearly 200 miles separates the northernmost city from the southernmost city in our region. Despite that challenge, 16 participants came out to historic Ventura City Hall for the region meeting on March 2. Trainer extraordinaire Rex Osborn led an engaging three-hour workshop called "People Watching and Story Telling" on the art of enhanced leadership through nonverbal communication. We won't divulge any



spoilers to ruin the surprise for future attendees, but we will say you can expect to learn how you can influence others through haptic communication (handshakes, for example), first impressions,

defusing tension, and holistic storytelling. An interesting group exercise resulted in the "masterpieces" you see pictured here. Everyone who attended agreed that the information was valuable, useful, and worth the drive!

Region 12 also had a decent showing at the recent CCAC annual conference, with approximately 10 members in attendance. Those who attended, as well as a few who couldn't, contributed to a fabulous "Beach Picnic Party" themed live auction basket, in tribute to our incomparable Channel Counties coastline.



Our next region workshop will be held sometime in September, stay tuned for the date and other details. Hope to see you there!



Region 14 Director's Message - Deborah Padovan, CMC



Salutations from Region 14, which encompasses San Francisco, San Mateo and Santa Clara Counties. We held our first CCAC education workshop in beautiful Atherton on March 30th. City Clerk Theresa DellaSanta hosted the event in a lovely garden setting at the Hollbrook Palmer Park Jennings Pavilion. A total of 29 clerks attended and we were delighted to have clerks from outside the region in attendance.

As always, a big thank you to our sponsors Netfile and ECS Imaging for always being there with a smile and the opportunity to win a prize.

The mother/daughter team of Maureen and Maura Kane present-



ed "When You Know You Are Not the Problem - Working with and for Impossible People." This topic was selected by a majority vote of the region and the information provided is always of value being that we frequently deal with difficult individuals throughout our career. And who can't use another mechanism to cope with difficult people.

The next educational opportunity in the region will be in September where Pamela Miller will be presenting "Political Astuteness: How Perceptive Are You?" in a city to be determined.

Lastly, I want to give a hearty thank you to everyone who volunteers to

either host or assist

with CCAC duties. Your selflessness is always valued and appreciated. And a big thank you to Melissa Thurman, Assistant City Clerk to the City of Redwood City for volunteering and putting together our region's basket for the CCAC annual conference and to all the clerks who donated items.

It really does take a village.



REGION 11 member SPOTLIGHT

Marc "Chad" Andre Donohue
City Clerk, City of Rosemead

"All men dream: but not equally. Those who dream by night in the dusty recesses of their minds wake in the day to find that it was vanity: but the dreamers of the day are dangerous men, for they may act their dreams with open eyes, to make it possible." – T.E. Lawrence

Sick of the cold and struggling in a bad economy, Richard Donohue moved his family, including a young Marc, from Montreal, Canada, to Alhambra, California. Like all good little Canadian children, Marc was a huge fan on hockey and grew up wanting to be a professional player for his home team the Montreal Canadiens, or an accountant.

Well, being a hockey player didn't work out for him and upon taking his first ac-

counting class at Cal State Los Angeles, Marc realized he needed a new career choice. While finishing his degree in Operations Management, Marc started working for the Los Angeles Superior Court and then moved on to the Federal District Court as a Records Clerk. But, the court system repeatedly faced budget cuts and layoffs and Marc decided he needed more stability. In 2012, Marc took a secretary position with the City of South Pasadena and joined the wonderful world of Clerkdom. Eager to move up the

ranks, Marc ambitiously accepted his first post as a Deputy City Clerk for Laguna Woods, a City in which the City Manager held the title of City Clerk. In 2014, Marc

decided to accept his first City Clerk position with the newly incorporated City of Eastvale.

But all work and no fun makes Marc a very lonely man, so in 2010, Marc met the love of his life – Evelyn Maribel Santos. After six months of dating, Marc and Evelyn moved into their first apartment

(Continued on page 7)



IIMC Athenian Leadership Society

The Athenians were leaders who invented the idea of political democracy, philosophy, logic and rhetoric. They left the world enriched with their ideas. The choice of Athenian in the title of the Leadership Society signals the value of this culture from 2,500 years ago. To be an Athenian Fellow is to hold knowledge and the quest for knowledge in high esteem. Municipal Clerks at their best exemplify Athenian values.



you know that if you attend 10 Athenian Dialogues, you can apply to be a member of the Athenian Leadership Society as a Fellow? This is a great achievement and recognition from IIMC.

There are 93 approved Fellows in all of the IIMC organization! 7 of those are your fellow members from California. Sign up to attend an upcoming Dialogue!

The California Athenian Dialogue Committee is working hard to bring you quality educational opportunities that improve our leadership skills, create opportunities for networking and brainstorming, and facilitating a high level of professional leadership.

Have you attended an Athenian Dialogue? Do you feel it benefited you and your organization? Did

CCAC Wants You!

The Athenian Dialogue Committee is seeking facilitators for future Dialogues. Have you considered giving back to the organization and assisting other Clerk personnel in their efforts towards education? Have you achieved your Fellowship? Do you have experience in teaching others? If so you may qualify to become a facilitator!

[Click here](#) to view the requirements.

Region I I Member Spotlight Cont.

together and that first night, over a romantic dinner, Marc proposed. Perhaps it was the long conversations, their loving friendship, or his deep admiration for her caring nature (she's a nurse), but Marc knew she was the one. Happily for him, she said yes.



A few years later, the Donohue's welcomed their first child, Richard Andre Donohue. Richard insisted on making his mark, literally, by moving into a breached position, forcing an emergency c-section. Without a doubt, this was the most memorable day of Marc's life... "At first I didn't feel there was a real connection before he was born. But, once he was born, I was responsible for him, it was life changing, and suddenly everything I wanted to do was because of him." To his delight, Marc's father arrived at the hospital excited to meet his first grandchild, only to find out this little boy was named after him. Grandpa Donohue doesn't get emotional often, but he did that day.

The risk of change has not deterred Marc from seeking to advance his career. With the support of his wife, Marc was able to attend and complete the Technical Training for Clerks program and in 2015 earned his designation as a Certified Municipal Clerk. In 2016, Marc accepted his current position as the City Clerk of Rosemead and welcomed his second child, the precious little Zoey.

No one does it alone and Marc largely attributes his success to the loving support of his wife as well as the friendship and mentoring received from Vicki Kasad. Vicki served as his inspiration for wanting to give back to the Association and in 2016 Marc began volunteering as a trainer for TTC. Marc is now ready to apply for his Master Municipal Clerk designation and is considering a run for CCAC Communications Director in a year or two. When asked who are a couple raising stars in the Clerk world, Marc without hesitation named two of his mentees – Jessica Mejia, of Chino Hills, and Carolina Torres, of Corona, noting their dedication to continuing education and drive to obtain their own CMC.

Hot Bills List



2017 Legislative Action Day

HOT AB 252 (Ridley-Thomas) Local Government: Taxation: Prohibition: Video Streaming Services.

Would, until January 1, 2023, prohibit the imposition by a city, city and county, or county, including a chartered city, city and county, or county, of a tax on video streaming services, including any tax on the sale or use of video streaming services or any utility user tax on video streaming services.

League Position: Oppose

HOT AB 636 (Irwin) Local Streets and Roads: Expenditure Reports.

Would instead require the annual expenditures for street and road report to be submitted to the Controller within 7 months after the close of the fiscal year adopted by a county, city, or city and county.

League Position: Support (Sponsor)

HOT AB 890 (Medina) Local Land Use Initiatives: Environmental Review.

Would require a proponent of an proposed initiative ordinance, at the time he or she files a copy of the proposed initiative ordinance for preparation of a ballot title and summary with the appropriate elections official, to also request that an environmental review of the proposed initiative ordinance be conducted by the appropriate planning department.

League Position: Oppose

HOT AB 1250 (Jones-Sawyer) Counties and Cities: Contracts for Personal Services.

Would prohibit any city or county from contracting out any work until the city or county can show that the work will save the entity money and will not displace workers. In addition, the measure stipulates that employee benefit costs (e.g. CalPERS, healthcare, etc.) cannot be a sole factor in justifying a contract for service.

League Position: Oppose

HOT AB 1326 (Cooper) Petty Theft: Subsequent Convictions

Would provide that anyone convicted three or more times of various theft crimes (petty theft, grand theft, auto theft, burglary, robbery or carjacking) shall serve a term of one year in county jail for conviction of subsequent similar offenses.

League Position: Support

HOT AB 1479 (Bonta) Public Records: Supervisor of Records: Fines.

Would require public agencies to identify a supervisor of records who shall review a determination by the agency that a request for records is denied.

League Position: Oppose

HOT AB 1505 (Bloom) Land Use: Zoning Regulations.

Would authorize the legislative body of any city, county, or city and county to adopt ordinances to require, as a condition of development of residential rental units, that the development include a certain percentage of residential rental units affordable to, and occupied by, moderate- income, lower income, very low income, or extremely low-income households.

League Position: Support

HOT SB 2 (Atkins) Building Homes and Jobs Act.

Would enact the Building Homes and Jobs Act and impose a fee of \$75 to be paid at the time of the recording of every real estate instrument, paper, or notice required or permitted by law to be recorded, per each single transaction per single parcel of real property, not to exceed \$225.

League Position: Support

HOT SB 3 (Beall) Affordable Housing Bond Act of 2018.

Would enact the Affordable Housing Bond Act of 2018, which, if adopted, would authorize the issuance of bonds in the amount of \$3,000,000,000 pursuant to the State General Obligation Bond Law. Proceeds from the sale of these bonds would be used to finance various existing housing programs, as well as infill infrastructure financing and affordable housing matching grant programs.

League Position: Support

HOT SB 35 (Wiener) Planning and Zoning: Affordable Housing: Streamlined Approval Process.

Would pre-empt local discretionary land use authority by making approvals of multifamily developments and accessory dwelling units (ADUs) that meet inadequate criteria, “ministerial” actions.

League Position: Oppose

HOT SB 75 (Bates) Violent Felonies.

Would define, among other crimes, the offenses of vehicular manslaughter, human trafficking involving a minor, assault with a deadly weapon, solicitation of murder, rape under various specified circumstances, and grand theft of a firearm as violent felonies for purposes of imposing specified sentence enhancements.

League Position: Support

HOT SB 540 (Roth) Workforce Housing Opportunity Zone.

Would authorize a local government to establish a Workforce Housing Opportunity Zone by preparing an EIR pursuant to CEQA and adopting a specific plan that is required to include text and a diagram or diagrams containing specified information. The bill would require a local government that proposes to adopt a Workforce Housing Opportunity Zone to hold public hearings on the specific plan. The bill would authorize a local government, after a specific plan is adopted and the zone is formed, to impose a specific plan fee upon all persons seeking governmental approvals within the zone.

League Position: Support (Sponsor)

HOT SB 649 (Hueso) Wireless Telecommunications Facilities.

Would provide that a small cell is a permitted use, not subject to a city or county discretionary permit, if the small cell meets specified requirements.

League Position: Oppose

HOT SB 786 (Mendoza) Alcoholism or Drug Abuse Recovery or Treatment Facilities: Overconcentration.

Would require, for any licensing application submitted on or after January 1, 2018, the department to deny an application for a new facility license, if the proposed *location* is in proximity to an existing facility in an area zoned residential that would result in overconcentration.

League Position: Support

Notice of Nominations - 2017
City Clerks Association of California (CCAC)
League of California Cities - City Clerks Department

Notice is hereby given of the opening of nominations on April 19, 2017, for the following officers for 2017-2018:

Officers to be Nominated	Term	Division/Region
◇ President	One Year	Northern
◇ First Vice-President	One Year	Southern
◇ Second Vice-President	One Year	Northern
◇ Recording Secretary	One Year	At-Large
Communications Director	One Year	At-Large
Treasurer	Two Years	At-Large
Region Director	Two Years	2, 4, 5, 6, 10, 14

◇ *These positions carry out additional duties as set forth in the City Clerks Department of the League of California Cities Bylaws.*

Eligibility Requirements

- Any Voting Member whose dues are paid in full for the current year may be nominated for, and elected to, any office; provided that, in order to be eligible to be nominated for President, the Voting Member shall have served at least one full year as a member of the Executive Board.
- Candidates for the offices of President, First Vice-President, Second Vice-President, Recording Secretary, and Legislative Director shall be from member cities of the League of California Cities.

Nomination Process

- Nominations must be filed with the Nominating Committee Chair no later than **June 14, 2017**, on an *Acceptance of Nomination and Candidate Statement* form that has been dated and bears the original signature of the qualified nominee.
- Emails will be accepted **ONLY IF** the Nominating Committee Chair receives the originally signed and dated *Acceptance of Nomination and Candidate Statement* form no later than June 14, 2017.
- All nominees must be paid voting members at the time the *Acceptance of Nomination and Candidate Statement* form is filed.
- No other method of nomination will be accepted.

Consent and Candidate Statement

- All qualified nominees must consent to nominations in writing on the *Acceptance of Nomination and Candidate Statement* form.
- Qualified nominees who want a Candidate Statement published must complete the Candidate Statement Request portion of the *Acceptance of Nomination and Candidate Statement* form **OR** decline to provide a Candidate Statement by completing the Candidate Statement Waiver portion of this form; and file it no later than June 14, 2017. An email, signed version is acceptable.
- Candidate Statements submitted after the nomination acceptance will not be printed and distributed to the membership.
- Candidate Statements shall not exceed 200 words.
- Candidate Statements must be typed with uniform type size and spacing. No special typesetting will be permitted, similar to California Elections Code §13307 guidelines.
- The *Official Word* will not print Candidate Statements.

Write-In Candidates

- Any Voting Member who does not file an *Acceptance of Nomination and Candidate Statement* form by June 14, 2017, and who wants to run for office, may be voted upon as a write-in candidate.
- Write-in candidates must declare their candidacy in writing to the Nominating Committee Chair by June 26, 2017*, since June 24, 2017 falls on a Saturday.
- Candidate Statements for write-in candidates will not be printed and distributed to the Voting Members; however, this will not prohibit any candidate from mailing a Candidate Statement at his/her own expense.
- The *Official Word* will not print write-in Candidate Statements.

Limitation of Terms and Exception

- No Officer may be elected for two consecutive terms to the same office, except the Recording Secretary, Treasurer, Legislative Director, and Communications Director.

Election Schedule

- No later than **July 5, 2017***, since July 4, 2017 is a Holiday, one ballot will be mailed to each eligible Voting Member whose dues have been paid by January 1, 2017.
- The Nominating Committee Chair must receive all ballots by **August 4, 2017**.

CCAC NOMINATIONS - 2017 CALENDAR

The League of California Cities Annual Conference will be held September 13, 2017 – September 15, 2017, in Sacramento. In accordance with CCAC Bylaws and Policies, the nominees elected shall be installed during the Annual League Conference at a time to be set by the Program Committee and shall assume the duties of their respective offices immediately. In the event the Annual League of California Cities Conference is cancelled and/or postponed, the nominees elected shall assume the duties of their respective offices upon notification by the Nominating Committee Chair and shall be installed when determined by the Executive Board.

Event	Deadline
Notice of Nominations (147 days prior)	April 19, 2017 (Wednesday)
Nomination Filing Deadline (91 days prior)	June 14, 2017 (Wednesday)
Nominations submitted to Executive Board (87 days prior)	June 19, 2017 (Monday)*
Write-In Candidate Declaration (81 days)	June 26, 2017 (Monday)*
Mailing of Ballots (71 days prior)	July 5, 2017 (Wednesday)*
Return of Voted Ballots (40 days prior)	August 4, 2017 (Friday)

*Note: In accordance with CCAC Bylaws and Policies, deadlines associated with nominations or elections that fall on a weekend or holiday are extended to the next business day.

Leilani I. Brown, City of Newport Beach, Nominating Committee Chair
100 Civic Center Drive, Newport Beach, CA 92660
949-644-3005 lbrown@newportbeachca.gov
City Clerks Association of California (CCAC)

Acceptance of Nomination and Candidate Statement

I, _____, a Voting Member of the City Clerks Association of California whose dues are paid in full for the current year and having been nominated for the office of _____, do hereby accept said nomination and declare that I will serve in the position if elected.

Signature _____ Date _____

(Only sign in one of the boxes below)

Candidate Statement Request

☐ I hereby request that the following candidate statement be published:

(The candidate statement shall not exceed 200 words, shall be typewritten with uniform type size and spacing. An additional sheet may be attached if necessary.)

Print Name _____ Nominated for _____

Signature _____ Date _____

Candidate Statement Waiver

☐ I hereby decline the publishing of a candidate statement.

Signature _____ Date _____

Please Note: Candidates can submit their Acceptance of Nomination and Candidate Statement form electronically, by mail, or in person by **June 14, 2017**. Electronic signatures are acceptable.

Leilani I. Brown, City of Newport Beach, Nominating Committee Chair
100 Civic Center Drive, Newport Beach, CA 92660
949-644-3005
lbrown@newportbeachca.gov



**CITY CLERKS ASSOCIATION OF CALIFORNIA
REGION DIRECTOR JOB DESCRIPTION AND DUTIES**

AS REGION DIRECTOR YOU WILL:

- Attend all CCAC Board meetings as a voting member representing respective Region
- Develop and maintain a direct and regular communication with fellow Region Directors
- Keep all Regional Members advised of CCAC Goals and Board actions.
- Assist the Professional Development Director and PDD Committee in facilitating a minimum of two (2) region educational meetings/trainings each year (additional networking opportunities in your region are also encouraged)
- Solicit volunteers from your region to work with you as your "region committee" to facilitate educational meetings and trainings
- Absent anything time sensitive, submit articles or information for publication in the Official Word upon notification from the Communications Director (schedule with deadlines will be e-mailed)
- Actively encourage membership in CCAC and IIMC to new regional members
- Write letters of recommendation for members seeking CMC and MMC certification
- Disseminate information to region members from the Board as requested and directed
- Actively engage in and support the CCAC's legislative agenda, which includes education and advocacy
- Develop, organize and staff regional fundraising activities and events; support CCAC fundraising efforts, activities and events
- Make contact with new CCAC Members within your Region upon notification from the 2nd Vice-President and/or Association Management Firm
- Make contact with new CMC and MMC members within the Region upon notification from President
- Develop and maintain an active region roster
- Strengthen and encourage positive programs which will result in a stronger professional image and knowledge of the office of Municipal Clerks
- Undertake special projects that may be requested by the CCAC President and/or Board
- Transfer current information and materials to successor Region Director upon transition
- Perform responsibilities consistent with all CCAC By-Laws and Policies & Procedures
- Other duties as assigned

CCAC Region Directors

Region	Name	Term	City	Region Name
1	April Sousa	2016-2018	Blue Lake	1 – Redwood Empire
2	Mindy Cuppy	2015-2017	Rancho Cordova	2 – Sacramento Valley
3	Norma Pimentel	2016-2018	Tracy	3 – Central Valley
4	Luisa Zavala	2015-2017	Porterville	4 – South San Joaquin Valley
5	Ricca Charlon	2015-2017	Ridgecrest	5 – Desert Mountain
6	Vicki Kasad	2015-2017	Ontario	6 – Inland Empire
7	Jerryl Soriano	2016-2018	Desert Hot Springs	7 – Riverside County
8	Diane Caldwell	2016-2018	El Centro	8 – Imperial County
9	Kerry Bigelow	2016-2018	Chula Vista	9 – San Diego County
10	Denise Basham	2015-2017	Cypress	10 – Orange County
11	Anthony Mejia	2016-2018	South Pasadena	11 – Los Angeles County
12	Michelle Ascencion	2016-2018	Oxnard	12 – Channel County
13	Tom Graves	2016-2018	Hollister	13 – Monterey Bay
14	Deborah Padovan	2015-2017	Los Altos Hills	14 - Peninsula
15	Margaret Wimberly	2016-2018	Brentwood	15 – East Bay
16	Kathy Flamson	2016-2018	Calistoga	16 – North Bay



Sacramento Valley - #2			
Alturas Amador Anderson Auburn Biggs Chico Citrus Heights Colfax Colusa Corning Davis Dorris Dunsmuir Elk Grove Etna	Folsom Fort Jones Galt Grass Valley Gridley Ione Isleton* Jackson Lincoln Live Oak Loomis Loyalton* Marysville Montague Mt. Shasta	Nevada City Orland Oroville Paradise Placerville Plymouth Portola Rancho Cordova Red Bluff Redding Rocklin Roseville Sacramento Shasta Lake South Lake Tahoe	Susanville Sutter Creek Tehama Truckee Tulelake Weed West Sacramento Wheatland Williams Willows Winters Woodland Yreka Yuba City
South San Joaquin Valley - #4			
Arvin Avenal Bakersfield Clovis Coalinga Corcoran Delano Dinuba Exeter Farmersville	Firebaugh Fowler Fresno Hanford Huron Kerman Kingsburg Lemoore Lindsay	Madera Maricopa McFarland Mendota Orange Cove Parlier Porterville Reedley San Joaquin	Sanger Selma Shafter Taft Tehachapi Tulare Visalia Wasco Woodlake
Desert Mountain - #5			
Adelanto Apple Valley Barstow Big Bear Lake	Bishop California City Hesperia Lancaster	Mammoth Lakes Needles Palmdale Ridgecrest	Twentynine Palms Victorville Yucca Valley
Inland Empire - #6			
Chino Chino Hills Colton Fontana	Grand Terrace Highland Loma Linda Montclair	Ontario Rancho Cucamonga Redlands Rialto	San Bernardino Upland Yucaipa
Orange County - #10			
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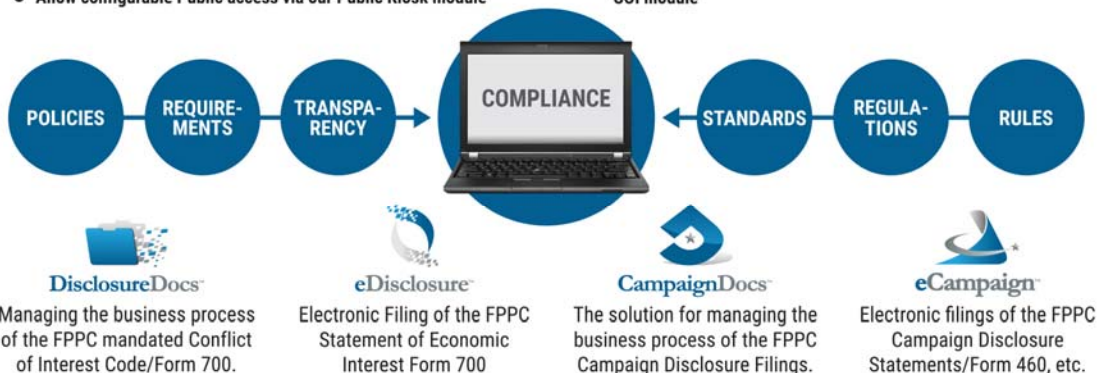
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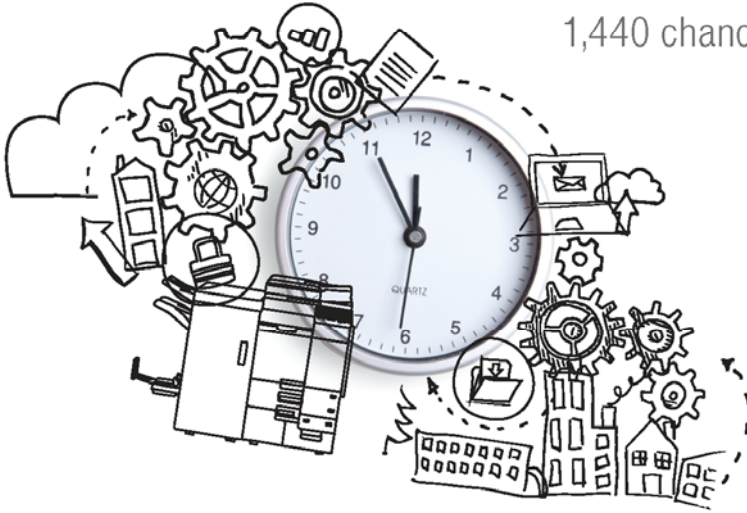
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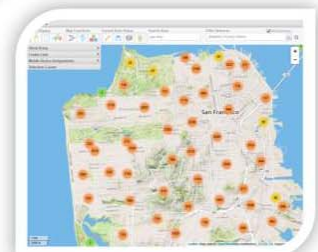
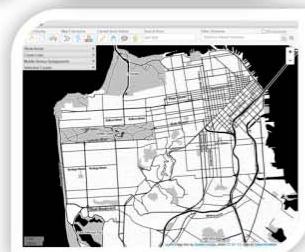
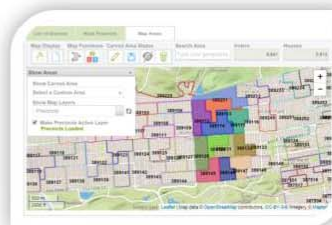
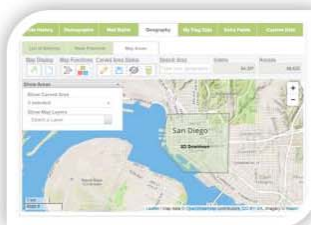
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