

WEDNESDAY



WEDNESDAY, DECEMBER 12

Registration Open

8:00 a.m. – 6:00 p.m.

Meeting the Challenge of Working Effectively With Elected Officials

10:00 a.m. – 12:00 p.m.

Have you ever had to deal with a difficult elected official? A councilmember who was demanding? Have you been asked to do something inconsistent with city policy or your sense of right and wrong? Been caught in the middle of feuding councilmembers? Been treated in an unprofessional manner? This session is intended to provide you with insights and strategies to deal with these and other challenges, while working effectively with the city council as a whole.

General Luncheon | Celebrations

12:15 – 1:45 p.m.

Celebrations will be acknowledged and awards given during this networking luncheon, including CCAC's Pat Hammers Spirit Award. Please visit and thank our conference sponsors at their displays!

Surviving the Podium

2:00 – 3:15 p.m.

Almost everyone who makes a presentation at a public meeting has worried about missing the important points, forgetting where they are, or worse, feeling like they aren't grabbing the attention of the audience. Learn several sure-fire tricks and tips for making

effective presentations to your legislative body. From streamlined and effective visual presentations, to looking for and reading body language that tells you how your presentation is being received. This course will set you up for success on your next trip to the podium.

City Clerks or Project Managers? The Curse of the Capable

3:30 – 5:00 p.m.

Cities rely on city clerks to ensure deadlines are met, notices are public, and much, much more. Job descriptions are expanding, and “other duties as assigned” are growing. As cities are doing more with less, city clerks must be able to manage, promote and execute their own projects, and deal with competing priorities within the City. Learn how you can apply some basic project management principles to the work you do every day, as well as expand on the skills you already have to advocate for your own projects. Develop some takeaways that can help you balance your work priorities and ensure others are giving your projects the attention they need.

Networking Reception

5:30 – 6:30 p.m.

After a full day of education, relax and enjoy some light hors d'oeuvres and refreshments while networking with your colleagues. This will be a joint reception with the attendees of the Municipal Finance Institute, as well as the Fire Chiefs Leadership Seminar.

THURSDAY



THURSDAY, DECEMBER 13

Registration Open

8:00 a.m. – 3:00 p.m.

Elections, New Law, and Fair Political Practices Update

9:00 a.m. – 12:00 p.m.

In this comprehensive session, attendees will receive an overview of the rules and regulations approved during the 2018 legislative session. Practical and real-world applications to city clerk professional responsibilities and tasks will be discussed, as well as FPPC issues and the intricacies of campaign disclosures, gift regulations, conflicts of interest and more.

Networking Lunch

12:15 – 1:45 p.m.

Emergency Preparedness Part 1: If Only I'd Known — Tips from the Disaster Trenches

2:00 – 3:30 p.m.

Over the last few years there have been multiple wildfires that have devastated communities in California. Hear from city clerks who were on the frontlines of some of these recent events. Find out what they wished they had known before the disasters happened. They will share tips on what to expect when disaster strikes, how to manage

the chaos, the importance of flexibility in the moment, and handling the multiple roles a clerk may be called on to perform. Everything from what should be in your personal “go bag” to your “clerk in a box” tool kit will be explored. Take this opportunity to learn from real life examples of what any one of us could be facing on any day.

Emergency Preparedness Part 2: Understanding a Disaster Through Different Perspectives

3:45 – 5:00 p.m.

Hear how recent disasters affected front line fire personnel and leadership, how their responses had to adapt to changing conditions, and what they hope city clerks are doing to ensure success of their mission back in the EOC. Find out a city manager's perspective on how to approach a disaster with collaboration, sweat and the press — and the difference that can make in a community's understanding. An elected council member will speak on their ability to reassure the public and be a communication conduit, as well as what they need from a PIO/Clerk. Learn how the clerk council partnership works in a deployed emergency.

MMC/CMC CREDIT

MMC Advanced Education/Professional & Social Contribution Points and CMC Education/Experience points will be available.

FRIDAY, DECEMBER 14

Registration Open

7:30 a.m. – 10:30 a.m.

Networking Breakfast

7:45 – 8:45 a.m.

Enjoy a breakfast buffet with your colleagues. Tables will be designated for those interested in learning more about CMC/MMC, IIMC Accreditation.



Save The Date:

2019 ANNUAL
CONFERENCE & EXPO

October 16–18, 2019
Long Beach Convention Center

KEYNOTE



Gray Area Thinking® with Ellie Krug

9:00 a.m. – 12:00 p.m.

We've all heard the phrase, “diversity and inclusion”, but what does it actually mean to make a workplace or organization or even our personal lives more diverse and inclusive? How can we get beyond grouping and labeling of other humans according to the color of their skin, the religion they practice, or the country in which they were born? Can we really build a just and inclusive world, especially in this time of such division? Even more, how can we make our workplace and lives more inclusive of those who are “Other” and different from “Us” — Isn't it time to at least consider a new approach to human inclusivity—where all humans regardless of differences are valued?

Join national speaker, transgender writer and “human inclusionist” Ellen “Ellie” Krug as she conducts her highly valued human inclusivity training, Gray Area Thinking®. This training will provide an easy-to-understand toolset on how to be more welcoming of anyone who is “Other” in our society.

SPEAKER: Ellie Krug, *Writer, Lawyer, Human, Human Inspiration Works, LLC*



For speaker information, go to
www.cacities.org/CityClerksEd

Sessions are subject to change

GENERAL INFORMATION

All attendees must register for the conference prior to reserving a hotel room. Registration is not complete until full payment is received. The League is unable to accept purchase orders and does not invoice registrations. Once registration is complete, you will be directed to the housing reservations page.

- For online registration, go to www.cacities.org/events and select “City Clerks New Law & Elections Seminar”.
- To request a mail-in registration form, contact mdunn@cacities.org.

Registration must be received by Monday, November 19, 2018. After this date, please register onsite if space is available.

COSTS/FEES

Full registration includes electronic access to all program materials, admission to all sessions, two lunches, one breakfast, and a Wednesday evening reception.

City Staff/Officials.....	\$475
Company/Consultant/League Partner/All Others	\$635
Non-member City.....	\$1,475
Guest/Spouse Reception Only Registration (Wednesday).....	\$50

Guest/Spouse fee is restricted to persons who are not city or public officials, are not related to any League Partner or sponsor, and would have no professional reason to attend the conference. Rate includes admission to Wednesday’s reception only. There is no refund for the cancellation of a guest/spouse registration. It is not advisable to use city funds to register a guest/spouse.

ONE DAY REGISTRATION (select Wednesday, Thursday or Friday)

City Staff/Officials.....	\$275
Company/Consultant/League Partner/All Others	\$525
Non-Member City	\$1,275

CANCELLATIONS

Refunds of rate paid, minus \$75 processing charge, will be made for cancellations submitted in writing to mdunn@cacities.org and received by **Monday, November 19**. There are no refunds for cancellations after this date. Substitutions can be made onsite.



If you require special accommodations related to facility access, transportation, communication and/or dietary requests, please contact our Conference Registrar at mdunn@cacities.org by Monday, November 19.

HOTEL INFORMATION & RESERVATIONS

Hotel reservation changes, date modifications, early check-out, or cancellations made prior to **Monday, November 19**, must be done through the online reservation link you received when registering for the conference. Use your confirmation/acknowledgment number to access your reservation to make changes. Once the November 19 deadline has passed, please contact the hotel directly with any changes or cancellations. Please note that hotel cancellations after the housing deadline has passed may incur a financial penalty of a minimum one-night room charge or attrition fees.

Hyatt Regency San Francisco

5 Embarcadero Center, San Francisco, CA 94111

Hotel Rate (per night): \$199 – Single/Double Occupancy (plus taxes and fees)
 Self-Parking (per vehicle, per night): \$28 at Embarcadero Center Garages (3 Embarcadero Center)

**Please DO NOT book outside of the League hotel block. This will cause an increase in event costs, liabilities and higher registration rates.*

PLEASE NOTE: The information you provide to the League when registering for a League conference or meeting may be shared with the conference or meeting hotel(s). The hotel(s) will also share with the League the information you provide to the hotel(s) when you make your hotel reservation for the conference or meeting. The information shared between the League and the hotel(s) will be limited to your length of stay in the hotel.



1400 K Street, Ste. 400
Sacramento, CA 95814
www.cacities.org

Join us for the 2018 City Clerks New Law & Elections Seminar

For speaker information, go to www.cacities.org/CityClerksEd

