



League of California Cities



# City Clerks New Law and Leadership Conference

Wednesday, December 2 - Friday, December 4, 2009

Monterey Conference Center

Register online at [www.cacities.org/events](http://www.cacities.org/events)

**Total amount of education points possible for the entire conference is 6.89 CMC Experience Points, 6.89 MMC Advanced Education or Professional/Social Contribution Points, and 6.89 Recertification Points**

**Registration and Housing Deadline:**  
Tuesday, November 10, 2009



★ All attendees must register for the conference directly with the League of California Cities, online at [www.cacities.org/events](http://www.cacities.org/events) prior to reserving a hotel room. Once your registration is complete, you will be directed to the housing registration page. If paying with a check or money order, please download a registration form from our website at [www.cacities.org/events](http://www.cacities.org/events).

★ Full registration includes one breakfast, two lunch sessions and one reception.

City Staff/Officials \$440.00

County, Private Agency \$600.00

*One day registration is not available*

★ A guest badge is required to allow attendance at all sessions and meal functions.

Guest/Spouse \$140.00 (for conference)

Reception Only \$ 30.00

**Note:** It is inadvisable to use city funds to pay for spouse registration. See 75 Ops. Cal. Atty. Gen. 20 (1992). Consult with your city attorney for more information.

★ Refunds will be made for cancellations submitted in writing and received by Friday November 20, 2009, subject to a \$50.00 processing charge. No refunds for cancellations received after this date will be processed. Substitutions can be made onsite.

★ Secure Your Hotel

OPTION A (credit card): The online conference registration link, will take you directly to the online housing reservation currently available on your selected dates. For immediate hotel reservations and confirmation, please book your required rooming needs online after registering for the conference.

OPTION B (check or money order): After the League of California Cities receives and processes your registration for the conference, an e-mail with an online link (URL) for hotel reservations and/or a housing request form will be sent to you. If electing to mail the housing form with hotel deposit, please fill out the hotel reservations form completely and mail it with check or money order to the group reservations department.

★ Hotel reservation changes, date modifications, early check-outs or cancellations must be communicated directly by each individual using the confirmation information and number received when booking online, on or before November 10. After this date, all changes must be made directly with the hotel and may incur a financial penalty or minimum of a one night room charge.

#### [Portola Hotel](#)

Two Portola Plaza, Monterey, CA 93940

★ Hotel Rate (per night):

\$129.00 (plus tax and fees)

Valet parking \$20.00 per day / nearby self-parking \$17.00 per day

#### [Monterey Marriott](#)

350 Calle Principal, Monterey, CA 93940

★ Hotel Rate (per night):

\$133.00 (plus tax and fees)

Valet parking \$19.00 per day / nearby self-parking \$7.00 per exit

\*Please DO NOT book a hotel outside of the League block.



New  
Lower  
Rates

# Preliminary Schedule

## Wednesday, December 2

10:00 a.m. - 5:00 p.m.

### Registration Open

9:00 - 9:45 a.m.

### Professionalism, Practice and Credentials

#### *New Clerk & First-timer's Orientation*

Informal meeting to answer those burning questions: Why is there a New Law and Leadership Conference? How do I receive "certification" points for attending? Who should attend? Important information about other seminars and training opportunities, ask questions, and most importantly, get acquainted with other new clerks and first-timers.

#### *Speakers:*

Dawn Abrahamson, City Clerk, Fremont

Randi Johl, City Clerk, Lodi

Lisa Pope, City Clerk, Malibu

#### *Master Municipal Clerk/Recertification Q & A*

Interactive workshop to provide information and answer questions on IIMC Master Municipal Clerk and Certified Municipal Clerk recertification programs.

#### *Speaker:*

Joann Tilton, City Clerk, Manteca

10:00 a.m. - Noon

### Establishing Standards for Your City

#### *Fair Political Practices Commission (FPPC)*

#### *Update and Guidelines for Gift Limits*

(1 CMC/MMC/Recertification)

Promptly and properly communicate (in written and verbal communications) to advise city officials and staff on the latest FPPC provisions. Inform colleagues on the new gift limit guidelines to assure city compliance. Modify, improve, enhance and update all policies and procedures, in consultation with the city attorney. Demonstrate the ability to address and ask questions in the process and submission of forms.

#### *Speakers:*

Dixie Howard, Fair Political Practices Commission, Sacramento

Michael Martello, City Attorney, Mountain View

Noon - 2:00 p.m.

### General Luncheon - Technology Savvy for Today and Tomorrow

(.5 CMC/MMC/Recertification points)

Identify various cutting-edge computer applications to enhance productivity & communication. Transition from static display to interactive websites. Use websites to promote the city and its services. Discuss caveats on blogs, listservs, and public forums on websites. Define what should vs. what must be on a website from perspective of elections information, FPPC information, ADA compliance.

#### *Speakers:*

Scott E. Porter, Colantuono & Levin, Los Angeles

Steve Hargis, Ph.D., Technology Services Division Manager, Moreno Valley

2:00 - 5:00 p.m.

### Mastering the Economy - Survival Skills in Finance & Budgeting

(1.38 CMC/MMC/Recertification points)

Determine essential skills and knowledge in financial management and budgeting. Identify the critical components of a budget. Be prepared to evaluate, analyze, prepare and modify a budget. How do you deal with finance/budgeting issues in these uncertain times? Make recommendations to city managers and finance directors to deal with hard financial decisions during difficult economic times. Speed-learn at discussion roundtables on best practices on a variety of topics of interest to clerks such as time management, best practices checklists, streamlining of work, etc.

#### *Speaker:*

Thomas Fil, Finance Director, Belmont

5:00 - 6:00 p.m.

### Evening Recognitions and Reception

*Sessions are subject to change*

# Thursday, December 3

7:30 a.m. - Noon

## Registration Open

9:00 - 11:45 a.m.

## Excellence in Practice - A California City Clerk Primer

(1.25 CMC/MMC/Recertification points)

Understand the new laws and how they will affect the clerk's role and duties. Determine if your city is in compliance with the Voting Rights Act and to be prepared if the Dept. of Justice arrives. Establish an annual action plan to review standards, protocols and policies for immediate change/implementation. Gain an understanding of potential impacts and risks to organizations due to recent legal changes and develop specific preventative measures and remedies.

*Speakers:*

Neal Kelley, Registrar of Voters, Orange County  
Marguerite Mary Leoni, Attorney, Nielsen, Merksamer, Parrinello, Mueller & Naylor, San Rafael

Noon - 1:45 p.m.

## General Luncheon with Fire Chiefs



### *Yes in the Land of No: A Tale of Triumph Over Negativity*

Is work stress and the economy taking a toll on morale and productivity in your workplace? Gain specific tips on motivation, communication, influence skills, and how to get to "yes" in any difficult work scenario or situation. BJ is the former manager of training and development for the LA Times, responsible for diversity training and the development of high potential managers. BJ is a Phi Beta Kappa graduate of the USC, and has

completed coursework for a PhD in social ethics. Her newest books include: *It's Never Too Late to Be What You Might Have Been* and *Why Don't I Do the Things I Know Are Good For Me?* She has been featured on CBS Evening News, the Today Show, Fox News, PBS, and CNN.

*Speaker:*

BJ Gallagher, Author and Consultant, Los Angeles

*Sessions are subject to change*

2:00 - 5:00 p.m.

## Critical Communication Practices - Customer, Co-worker and Community

(1.38 CMC/MMC/Recertification points)

Understand the dynamics of the relationship between council, managers and other department heads. Showcase and best utilize skills in developing good relationships with city leaders. Learn how to provide great customer service by performing and communicating at a higher level.

*Speakers:*

Jeff Kolin, City Manager, Santa Rosa  
Mike Shellito, Assistant City Manager, Roseville, Community Services

## Evening on your own

# Friday, December 4

9:00 a.m. - Noon

## Step Up to Real Success

(1.38 CMC/MMC/Recertification points)

Demonstrate the value of the city clerk role(s)/department and validate the core competencies of positions within their city. Develop an empowerment plan to be more assertive and take calculated risks. Comfortably articulate, through written and verbal communications, what the clerk's role(s) contribute to their cities. Kimberly is a best-selling author and an international professional speaker. She delivers time-tested and progressive self improvement concepts with humor and insight. Kim is the author of ten books including *How to Deal With Annoying People* and *Discover your Inner Strength* (with contributors Stephen Covey and Ken Blanchard).

*Speaker:*

Kimberly Alyn, San Luis Obispo



## Adjourn

Noon