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To: Lemoore City Council  
From: Brooke Austin, Executive Secretary *BA*  
Date: October 29, 2012  
Subject: Travel Report for City Clerk's Association Nuts and Bolts Workshop

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On October 24-26, 2012, I attended the Nuts and Bolts Workshop in Brea, CA put on by the City Clerk's Association of California. The Workshop included multiple sessions focusing on different aspects of being a City Clerk.

Thursday began with a session called Building on the Basics, which gave an overview of the clerk and many of the clerk's duties. The next session dealt with the Political Reform Act and the FPPC. Presenters from the FPPC reviewed the officeholder and candidate campaign statements and the responsibilities of the filing officer. Session three discussed professional development and the opportunities that are available for further education. The first day ended with a session on elections and the responsibilities of the city clerk as the elections official.

Friday morning began with a session on records management. This was followed by a session on the Brown Act and the Public Records Act. This session was presented by two city attorneys and provided useful information on complying with the requirements and requests. The final session was an ask the experts panel discussion.

Overall the workshop was very helpful at giving me an overall picture of the responsibilities of a city clerk. It provided helpful information for tasks that I am completing now and resources of where to look for information I may need in the future. If anyone would like further information, please feel free to contact me.