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MEMORANDUM

To: Lemoore City Council
From: Janie Venegas, City Clerk 
Date: March 26, 2014
Subject: Technical Training for Clerks – Series 300

I had the opportunity to attend Technical Training for Clerks (TTC), Series 300 at the University of Riverside Extension Center March 11-14, 2014. Institute Director Maureen Kane has served as a TTC instructor since the program was developed by the City Clerk Association of California (CCAC) in 2002.

Series 300 was a compilation of ten sessions each presented by several experts in the field of topic. Each session included a vast amount of information presented via Power Point and was question and answer oriented. Students were broken up into groups of three to five throughout the series to participate in exercises related to the session topic.

The ten sessions were as follows:

- 301 – The Municipal Clerk as a Manager
- 302 – Meeting Administration
- 303 – Records Management
- 304 – Messaging in Public and Media
- 305 – Supervising Employees
- 306 – General Law
- 307 – Negotiation and Assessment Skills
- 308 – Communication Writing Skills
- 309 – Ethics in Profession
- 310 – Diversity in Organizations

All sessions were extremely informative, however, I took particular interest in three of the sessions. The “Many Hats of the City Clerk” presented in session 301 was enlightening. The City Clerk is not *just* the City Clerk. The traditional job expectations are true for all agencies whereas the cultural and positional expectations vary. For example, telephone guru may be specific to my position while that particular job duty may be an IT specialist in another area.

I also thoroughly enjoyed “Better English in Four Hours – or Less” presented in session 308. I have always believed that words are powerful and even more powerful when used correctly. The same is true with punctuation, such as the comma. For example,

“We’re going to learn to cut and paste kids.” The session was refreshing and at times rather comical.

The “Generation Connection” discussed in session 310 provided a handout with core attributes of each generation from 1900 to current. It was enlightening to see the variations of attitudes towards authority, time on the job, job relations, technology and rewards or incentives. We had people from each generation and the majority of the attributes were correct. This breakdown of attributes allowed us to recognize how to harness the power of each generation.

Overall, this series was extremely informative. The group interactions were extremely beneficial and I was allowed to interact with others in the field of government and gain knowledge from their experiences.

I truly appreciate the opportunity to attend this training.

Thank you.