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MEMORANDUM

To: Lemoore City Council
From: Janie Venegas, City Clerk 
Date: March 24, 2015
Subject: Technical Training for Clerks – Series 200

I had the opportunity to attend Technical Training for Clerks (TTC), Series 200 at the University of Riverside Extension Center March 10-13, 2015. 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 200 was a compilation of nine 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 six throughout the series to participate in exercises related to the session topic.

The ten sessions were as follows:

- 201 – Origins and Formation of Social and Political Systems
- 202 – Election Law and Procedures
- 203 – Local Government Finance
- 204 – Codification
- 205 – Technology in the Clerk's Office
- 206 – Team/Group Decision Making
- 207 – Communication Skills
- 208 – Organizational Values and Ethics
- 209 – The Clerk as a Professional

All sessions were extremely informative. I took particular interest in three of the sessions. The "Local Government Finance" presented in session 203 was enlightening. We were tasked with developing the FY 15/16 budget for the Town of Clerksville. Preparing a budget that meets the expectations of the Town Council and identifies a path to restore the reserves was no easy task. Groups were required to present their budget and explain why they made the cuts to the different departments. After each group presented their budgets, Mike Gomez, City of Riverside Financial Resources Manager, Colleen Nichol, MMC and Moises Lopez, City of Riverside Senior Management Analyst provided an excellent question and answer session. Hearing about how the budget process works in a bigger city made me appreciate the simplicity of our process and the way our process works for us.

I also gained new knowledge from “Codification” presented in session 204. I understand that codification is the process of systematically arranging information in a formal order and the code is a result of codification of ordinances. I know our process is to send approved ordinances to Sterling Codifiers and they do the codification. What I did not know is that it is highly recommended to re-codify the municipal code every 8-10 years. I also learned that some cities actually do their codification in-house. That knowledge alone made me really appreciate our process.

The “Clerk as a Professional” discussed in session 209 provided a handout with the history of the Municipal Clerk. It is the oldest of public servants and traces back to biblical times. We did a group exercise and discussed the characteristics or attributes of a professional clerk. There were many, many more characteristics/attributes listed and the following are only a few: strong ethics, motivator, responsible, integrity, educated, dependable, confident, dedicated, customer service oriented and respectable. The clerks in attendance have the utmost respect for the profession and strive to do their job to the best of their abilities.

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.