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## MEMORANDUM

**To:** Lemoore City Council  
**From:** Janie Venegas, City Clerk  
**Date:** June 18, 2015  
**Subject:** Technical Training for Clerks – Series 400

**Meeting Date: July 7, 2015**

I had the opportunity to attend the Technical Training for Clerks (TTC), Series 400 at the University of Riverside Extension Center June 9-12, 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 400 was a compilation of seven 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 four to eight throughout the series to participate in exercises related to the session topic.

The seven sessions were as follows:

- 401 – Personal Ethics
- 402 – Political Reform Act
- 403 – Recall, Initiative and Referendum
- 404 – Mechanics of Conducting Elections
- 405 – Election Technology and Systems
- 406 – Public Speaking and Making Presentations
- 407 – The Clerk as a Professional Model

All sessions were extremely informative, however, I took particular interest in three of the sessions. “Personal Ethics” in session 401 was presented by Gregory Priamos, County Council - Riverside. The session was rather lengthy but it provided in-depth explanations of regular and revolving door regulations, campaigning, the political reform act, the brown act and a variety of other topics. I most enjoyed the examples as they provided actual situations that clerks could possibly encounter.

I also enjoyed the “Political Reform Act” presented in session 402. There was much discussion, as well as questions, on FPPC regulations and reporting. This session helped me better understand the requirements of different forms.

In session 406 "Public Speaking and Making Presentations," we were required to deliver an individual 2 ½ minute presentation on any topic of our choice. We were provided a handout listing elements of style of speech such as knowledgeable, not repetitive, no ums and ahs, concise, eye contact, entertaining and passionate. The handout was briefly discussed in our group settings but it was quickly dismissed and we moved on to fear and apprehension. It was surprising to see how many people were deathly afraid of presentations. We worked as a group and one-on-one to prepare for presentations. The support of our group, as well as the entire class, was amazing and everyone was able to present an effective presentation.

Overall, this series was very 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.

This was the last training necessary to earn my Certified Municipal Clerk (CMC) designation. However, I will not reach my two year IIMC membership requirement until January 2016. As a result, I will be eligible to earn my CMC designation in January 2016.

I truly appreciate the training opportunities provided and the ability to earn my CMC designation.

Thank you.