

**CCAC Southern Division
"NUTS & BOLTS" WORKSHOP**

October 16 & 17, 2008

Brea Community Center/Brea Embassy Suites

\$250 per participant for CCAC members

\$275 per participant for non-members

Registration deadline is September 15, 2008.

This workshop is designed to provide initial training and information on the intricate details of City Clerk Office responsibilities - a must for new City Clerks, Deputy or Assistant City Clerks, and City Clerk support staff.

Training will focus on subjects such as agendas, minutes, recordkeeping, contracts, research methods, ordinances, resolutions, elections, and a myriad of other subjects. A City Attorney will provide information on the Brown Act, the Public Records Act, and other California statutes.

Those completing the entire workshop will receive CMC credit for 12 hours at an IIMC-recognized Municipal Clerks Institute.

**Registration is limited to 100 participants —
this workshop sells out fast, so register today!**

The theme this year is "Surviving the safari of local government in the Clerk's office." The workshop is casual and we encourage you to dress in appropriate "theme" attire.

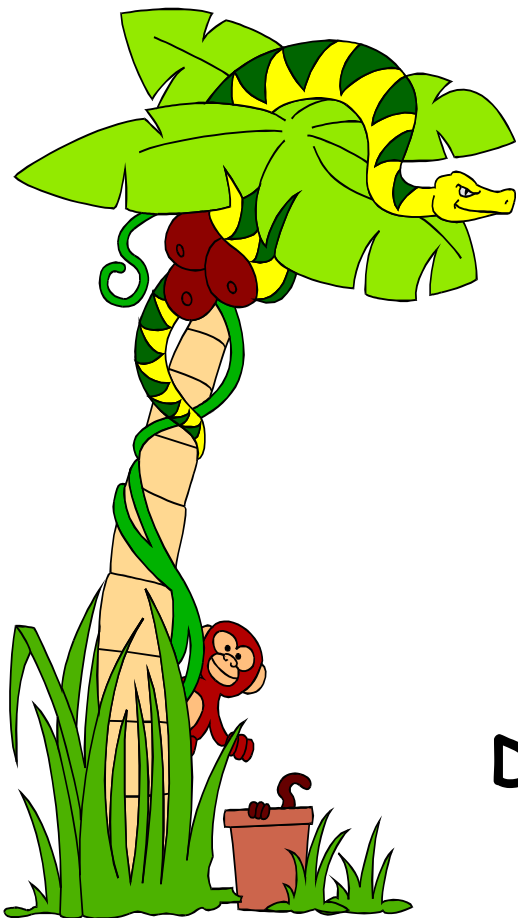
For questions regarding this workshop, please contact

Lisa Pope, City Clerk

City of Malibu (310) 456-2489 x 228

Jeffrie Madland, Deputy City Clerk

City of Camarillo (805) 388-5315



Don't get lost in the jungle!