



# ***THE CITY CLERK'S SURVIVAL GUIDE***

***CCAC CENTRAL DIVISION PRESENTS....***

## ***"NUTS & BOLTS" WORKSHOP***

***JULY 9 & 10, 2015***

***DOUBLETREE BY HILTON - MODESTO, CA***

**Are you a new clerk, deputy clerk or other city staff member who wants to learn the basics of the city clerk role?**

Join us on a journey to explore how to survive the daily obstacles and challenges in the City Clerk's Office. Elevate your skill level and enhance your performance as you learn about subjects such as agendas, minutes, records keeping, contracts, research methods, ordinances, elections, FPPC filings, and a myriad of other subjects. A City Attorney will provide information on the Brown Act, the Public Records Act, and other California statutes.

**\$175 per participant for CCAC Members  
\$200 per participant for non-CCAC Members**

***REGISTRATION DEADLINE IS  
JUNE 12, 2015***

For more information contact:  
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