

September 21, 1981

A-81-128

Marie McKechnie
City Clerk
621 Magnolia Avenue
Millbrae, CA 94030

Dear Ms. McKechnie:

Thank you for your letter dated August 25, 1981, on behalf of the Northern California City Clerk's Association, regarding an information manual designed to assist city clerks in administering their duties under the campaign disclosure provisions of the Political Reform Act.

The Commission's staff is in the process of updating the FPPC "Election Officials' Handbook." We have a copy of the City Clerks' Association of California's "Handbook for Municipal Filing Officers," which I believe was prepared a couple years ago, and we are considering incorporating some of the information contained in it in the new "Election Officials' Handbook."

I will send you a copy of the first draft of the manual, which we anticipate will be completed in about a month. We would appreciate your comments and recommendations.

Sincerely,

Jeanne Pritchard
Political Reform Consultant

Northern California City Clerks' Association

A DIVISION OF THE CITY CLERKS ASSOCIATION OF CALIFORNIA

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August 25, 1981

Mr. Michael Bennett
Executive Director
Fair Political Practices Commission
1100 K Street
Sacramento CA 95804

Dear Mr. Bennett:

At a recent meeting of the Northern California City Clerks' Association, Ms. Nancy Anthony, City Clerk of Larkspur, discussed her letter to Assemblyman Filante suggesting the Fair Political Practices Commission prepare a manual covering municipal functions for campaign reporting.

The member cities present unanimously supported that suggestion and directed that a letter indicating such support be forwarded to you.

If there is any further information or comments we can provide to you to encourage the Fair Political Practices Commission to prepare this valuable and necessary document, we would be happy to do so.

Please keep me informed of any plans to prepare such a manual.

Thank you for your consideration of this suggestion.

Sincerely,



Marie McKechnie, CMC
President
City Clerk, City of
Millbrae

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