

## **COUNCIL AGENDA REPORT**

**TO:** Mayor and City Council

**FROM:** Donna G. Schwartz, Chief Deputy City Clerk

**DATE:** May 5, 2026

**SUBJECT: Proclamation Proclaiming May 3 through May 9, 2026, as Municipal Clerks Week**

Description:

The City Council will present a proclamation recognizing the Office of the Municipal Clerk, the oldest among public servants, a link between the citizens, the local governing bodies, and government agencies at other levels.

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**DISCUSSION:**

Initiated in 1969 by the International Institute of Municipal Clerks (IIMC), Municipal Clerk's Week, an annual week of recognition and reflection on the importance of the Clerk's Office, is recognized during the first week of May, with the 57<sup>th</sup> Annual Municipal Clerks Week this year, May 3 through May 9, 2026.

No other office in municipal service has so many contacts. It serves the Mayor, the City Council, the City Manager, all administrative departments, and the public, without exception. All of them call upon it, almost daily, for some service or information.

Municipal and Deputy Clerks continually strive to enhance their administrative expertise by actively participating in educational programs, seminars, workshops, and annual meetings hosted by state, provincial, county, and professional organizations.

Given the diverse responsibilities of the Clerk, a comprehensive understanding of law, procedures, administration, and interpersonal relations is essential. Therefore, Clerks are dedicated to pursuing ongoing education and professional networking opportunities to strengthen their role as integral members of the municipal team.

Proclamation Requested by: Chief Deputy City Clerk Donna G. Schwartz, CMC

ATTACHMENT(S) Proclamation