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RESOLUTION No. 87-354

Adopted by The Sacramento City Council on date

APPROVED
BY THE CITY COUNCIL

MAY 12 1987

MUNICIPAL CLERK'S WEEK

OFFICE OF THE
CITY CLERK

WHEREAS, the responsibilities of providing day-to-day governmental services have been delegated almost exclusively to local government; and

WHEREAS, these local units of government -- the county, city, town, township, village and borough -- have had to cope with maintaining current and additional services at high performance levels, often mandated by federal and judicial directives, on a revenue base that is gradually diminishing; and

WHEREAS, the office of Municipal Clerk is the agency to which citizens most often turn in order to learn of specific services, functions and actions of their local government;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Sacramento, that during the observance of **MUNICIPAL CLERK'S WEEK** to be held in the second week of May, May 10-16, 1987, the county, city, town, township, village and borough clerks dedicate themselves to informing the public of the worth of local government, the high productivity and efficiency level of services provided, and the importance of preserving and expanding upon existing local programs and maintaining and building the facilities and organization that deliver these services; and

BE IT FURTHER RESOLVED, that the county, city, town, village, township, and borough clerks during the observation of **MUNICIPAL CLERK'S WEEK** do this through open houses, displays, reports, announcements, news articles, radio and television presentations, talks, and special events emphasizing the relationship of their office to the overall operations of local government and the role the municipal clerk has within its structure.

MAYOR

ATTEST:

CITY CLERK

5-12-87
agenda



Resolution

Proclaiming the Week of May 10-16, 1987 as Municipal Clerk's Week

Whereas, the responsibilities of providing day-to-day governmental services have been delegated almost exclusively to local government; and

Whereas, these local units of government - the county, city, town, township, village and borough - have had to cope with maintaining current and additional services at high performance levels, often mandated by federal and judicial directives, on a revenue base that is gradually diminishing; and

Whereas, the office of Municipal Clerk is the agency to which citizens most often turn in order to learn of specific services, functions, and actions of their local government:

Now therefore be it resolved, That during the observance of MUNICIPAL CLERK'S WEEK to be held in the second week of May 10 through 16, 1987, the county, city, town, township, village, and borough clerks dedicate themselves to informing the public of the worth of local government, the high productivity and efficiency level of services provided, and the importance of preserving and expanding upon existing local programs and maintaining and building the facilities and organization that deliver these services; and

Now further be it resolved, That the county, city, town, village, township, and borough clerks during the observance of MUNICIPAL CLERK'S WEEK do this through open houses, displays, reports, announcements, news articles, radio and television presentations, talks, and special events emphasizing the relationship of their office to the overall operations of local government and the role the municipal clerk has within its structure.

Helen S Kawagoe

Helen Kawagoe, CMC
President, IIMC

The International Institute of Municipal Clerks

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MUNICIPAL CLERKS OFFICE
MAY 1987
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John J. Hunnewell, CAE
Executive Director

Place on
agenda 5-12-87

Dear IIMC Member,

We are pleased to send you a complimentary copy of MUNICIPAL CLERKS' SALARIES (Technical Bulletin No. 30). The statistical data in this report is the result of an excellent response by three-quarters of the IIMC membership. The report analyzes the factors that affect salaries, provides a profile of the profession, and summarizes pay scale for deputy and assistant clerks. It contains a summary for each state/province. Of importance is the review of role that education and professional development play in the municipal clerk's salary structure.

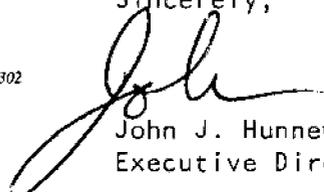
Please note that IIMC has the capability of developing Individual Salary Profiles for its members. This is available upon request at no charge as another membership service of IIMC.

Along with this survey, we are taking the opportunity to announce MUNICIPAL CLERK'S WEEK which has been scheduled for May 10-16. IIMC President Helen Kawagoe, CMC, stresses that it is important that municipal clerks inform the public of the worth of local government and the place that the municipal clerk's office has within its structure. She strongly believes that Municipal Clerk's Week is an effective communications tool for educating the citizens about the high productivity and efficiency levels of the services that they receive.

Enclosed with this mailing are an official Municipal Clerk's Week proclamation and news release. If you would like a complimentary booklet on ideas on promoting Municipal Clerk's Week, write to "MCW Handbook," c/o IIMC Headquarters in Pasadena, California.

Thank you for your assistance in helping bring these two projects to reality.

Sincerely,


John J. Hunnewell, CAE
Executive Director

News!

From the

INTERNATIONAL INSTITUTE of MUNICIPAL CLERKS



160 NORTH ALTADENA DRIVE • PASADENA, CALIFORNIA 91107 • (818) 795-6153

NEWS RELEASE DATE: Upon Receipt

CONTACT: J. Hunnewell

MUNICIPAL CLERKS TO PROMOTE THE WORTH OF LOCAL GOVERNMENT

Thousands of county, city, town, township, village and borough clerks throughout the United States and Canada will observe MUNICIPAL CLERK'S WEEK during May 10-16, 1987. Sponsored by the International Institute of Municipal Clerks (IIMC) this observance has been taking place for the past 17 years.

IIMC President Helen Kawagoe, City Clerk of Carson, California, announced that this year's purpose of MUNICIPAL CLERK'S WEEK has been expanded to inform the public of the worth of local government.

Mrs. Kawagoe, in her proclamation implementing MUNICIPAL CLERK'S WEEK, pointed out that local government "has had to cope with maintaining current services and adding new services often mandated by federal and judicial directives, on a revenue basis that is gradually diminishing."

Mrs. Kawagoe pointed out that "the office of Municipal Clerk is the agency to which citizens most often turn to in order to learn of specific services, functions, and actions of their local government."

Therefore, she has requested the 8,000 members of the IIMC to "inform the public of the worth of local government and the high productivity and efficiency levels of services provided." She urged that the municipal clerks stress the "importance of preserving local programs and maintaining and building the organization that delivers these services."

OVER

She asks that this message be brought to the public during the observance of MUNICIPAL CLERK'S WEEK "through open house and inspection tours, displays, reports, announcements, news articles, radio and television presentations, talks, and special events."

Mrs. Kawagoe noted that President Reagan, in a proclamation issued in 1984 on MUNICIPAL CLERK'S WEEK declared that "The Municipal Clerk is the oldest of public servants and a critical part of efficient and responsive local government."

"The President actually challenged us to serve as the clearinghouse of information on our local government activities when he declared that we provide a direct link between past, present, and future by preserving records for posterity and implementing government decisions," declared Mrs. Kawagoe.

"MUNICIPAL CLERK'S WEEK can be an effective communications tool to link all the components of our self government process -- the citizens, the legislative body, the administrative operations -- into an efficient structure for meeting the needs of the individual members of the community," she concluded.

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EDITOR'S NOTE: The International Institute of Municipal Clerks is devoted to advancing the professionalization of the office of municipal clerks and improving the administration and efficiency of government. It provides its more than 8,000 members in the United States, Canada, and ten other countries with educational, conference, research, reference, and informational services designed to keep its members informed on the changes in the urban scene.