



REPORT TO CITY COUNCIL

To: Honorable Mayor and Members of the City Council

From: Jason Simpson, City Manager

Prepared by: Candice Alvarez, MMC, City Clerk

Date: April 22, 2025

Subject: Proclamation Recognizing Municipal Clerks Week, May 4-10, 2025

Recommendation

Proclaim the week of May 4-10, 2025, as Municipal Clerks Week in the City of Lake Elsinore and present the proclamation to the City Clerk's Office in recognition of their service to the community.

Background

The International Institute of Municipal Clerks (IIMC) has designated May 4-10, 2025, as Municipal Clerks Week, an annual event that recognizes the contributions of municipal clerks in local government. This year marks the 56th anniversary of the initiative, which highlights the important role of clerks in ensuring transparency, maintaining official records, coordinating municipal elections, and facilitating public access to government.

The City Clerk's Office serves as the official record-keeper for the City of Lake Elsinore, ensuring that public meetings are conducted according to legal requirements and that residents have access to government information. The office also plays a vital role in maintaining historical records, managing elections, and providing professional support to the City Council and the public.

By issuing this proclamation, the City Council acknowledges the dedication, professionalism, and hard work of the City Clerk's Office staff, who are committed to upholding the principles of open government and civic engagement.

Municipal Clerks Week Proclamation

Discussion

Recognizing Municipal Clerks Week provides an opportunity to:

- Educate the public about the duties and responsibilities of municipal clerks.
- Show appreciation for the efforts of the Lake Elsinore City Clerk's Office.
- Encourage civic engagement by highlighting the role of the Clerk's Office in local governance.

The proposed proclamation (attached) will be presented at the [Date] City Council Meeting, and members of the City Clerk's Office will be in attendance to accept this recognition.

Fiscal Impact

There is no fiscal impact associated with this proclamation.

Attachments

Attachment 1 - Proclamation