



# PROCLAMATION

## Municipal Clerks Week May 3 - 9, 2020

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**WHEREAS**, the office of the Municipal Clerk, a time-honored and vital part of local government, exists throughout the world. It provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and

**WHEREAS**, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service with a high level of integrity to all; and

**WHEREAS**, Municipal Clerks stay abreast of the affairs of the office through participation in educational programs, such as, New Law Workshops and City Clerk's Association annual meetings of their state, county and international professional organizations; and

**WHEREAS**, Municipal Clerks strive constantly to improve the administration of the affairs of the office consistent with applicable laws and through sound management practices to fulfill responsibilities to the community and others; and

**WHEREAS**, the Municipal Clerk for the Town of Yountville serves as the Town's Election Official, Political Reform Act Filing Officer, oversees the Town's Records Management Program, distributes Town Council Agendas in accordance with the Brown Act, maintains the legislative record of Council proceedings, oversees Board and Commission appointments, provides support to the Town Council and Town Manager, and acts as the custodian of the Town Seal; and

**WHEREAS**, the Municipal Clerk, during the current COVID-19 pandemic, has modified the on-site Town Council Meetings to be held by remote video and teleconference in conformance with the Governor's Executive Order(s) and the Napa County Health Official in adherence to social distancing requirements ensuring the safety of our residents and staff.

**WHEREAS**, the Municipal Clerk and Management Fellow have reached out to the Yountville community via social media platforms and other means to encourage on-line public comment in support of the Town's commitment to public participation in Town government during the COVID-19 pandemic.

**WHEREAS**, Michelle Dahme has served as the Town of Yountville Town Clerk since July of 2006 and has worked in municipal government since 1997. Michelle is also a member of the International Institute of Municipal Clerks (IIMC), the City Clerks Association of California (CCAC), and the Municipal Management Association of Northern California (MMANC).

**NOW, THEREFORE BE IT RESOLVED THAT**, I, John F. Dunbar, Mayor of the Town of Yountville do recognize the week of May 3 through 9, 2020, as Municipal Clerks Week and extend appreciation to all Municipal Clerks for the vital services they perform and their exemplary dedication to the community they represent.

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John F. Dunbar, Mayor