



## Legislation Details (With Text)

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**Title:** RESOLUTION PROCLAIMING SUPPORT OF MUNICIPAL CLERKS WEEK, MAY 6-12, 2018  
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**Attachments:** 1. 16. 2018-0147 Attachment A, 2. 16. 2018-0147 Draft Resolution

Date	Ver.	Action By	Action	Result
5/8/2018	1	Board of Port Commissioners	adopted	

**DATE:** May, 8, 2018

**SUBJECT:**

**RESOLUTION PROCLAIMING SUPPORT OF MUNICIPAL CLERKS WEEK, MAY 6-12, 2018**

### **EXECUTIVE SUMMARY:**

Municipal Clerks Week was started in 1969 by the International Association of Municipal Clerks (IIMC) to recognize the vital services performed by Municipal and Deputy Clerks in serving the changing needs of their communities. The San Diego Unified Port District appreciates the services provided by the Office of the District Clerk, and therefore, proclaims support of Municipal Clerks Week, May 6-12, 2018.

### **RECOMMENDATION:**

Adopt a Resolution proclaiming support of Municipal Clerks Week, May 6-12, 2018.

### **FISCAL IMPACT:**

This agenda item has no fiscal impact.

### **COMPASS STRATEGIC GOALS:**

The Office of the District Clerk embodies the District's core values of Transparency and Integrity by providing a link between the District, the Public, the Staff and other agencies of government.

This agenda item supports the following Strategic Goal(s).

- A Port that the public understands and trusts.

- A Port with an innovative and motivated workforce.

## **DISCUSSION:**

The International Association of Municipal Clerks (IIMC) is comprised of members throughout the United States, Canada and 15 other countries. IIMC's primary goal is to actively promote the continuing education and professional development of municipal clerks through extensive education programs, certification, publications, networking, annual conferences and research. As an educational catalyst, IIMC inspires clerks to expand and advance beyond their present levels of development. In 1984 and in 1994, Presidents Ronald Reagan and Bill Clinton, respectively, signed a Proclamation officially declaring Municipal Clerks Week the first full week of May and recognizing the essential role Municipal Clerks play in local government.

The Office of the District Clerk plays an important role in San Diego's local government by:

- Providing docket management services for the Board, Staff and Public,
- Maintaining the official records of the District,
- Processing requests in accordance with the California Public Records Act,
- Ensuring compliance with California Fair Political Practices reporting requirements,
- Providing professional printing services through a service agreement with Xerox,
- Processing incoming and outgoing District mail, and
- Providing administrative support to the Board of Port Commissioners.

The San Diego Unified Port District appreciates the services provided by the Office of the District Clerk, and therefore, proclaims support of Municipal Clerks Week, May 6-12, 2018.

## **General Counsel's Comments:**

The General Counsel's Office has reviewed this agenda sheet as presented to it and approves this agenda sheet as to form and legality.

## **Environmental Review:**

The proposed Board direction or action, including without limitation, a resolution proclaiming support of Municipal Clerks Week does not constitute a "project" under the definition set forth in California Environmental Quality Act (CEQA) Guidelines Section 15378 because it will not have a potential to result in a direct or indirect physical change in the environment and is, therefore, not subject to CEQA. No further action under CEQA is required.

In addition, the proposed Board action allows for the District to implement its obligations under Section 35 of the Port Act, which allows the Board to do all acts necessary and convenient for the exercise of its powers. The Port Act was enacted by the California Legislature and is consistent with the Public Trust Doctrine. Consequently, the proposed Board action is consistent with the Public Trust Doctrine.

The proposed Board direction or action does not allow for "development," as defined in Section 30106 of the California Coastal Act, or "new development," pursuant to Section 1.a. of the District's Coastal Development Permit Regulations. Therefore, issuance of a Coastal Development Permit or exclusion is not required.

**Equal Opportunity Program:**

Not applicable.

**PREPARED BY:**

Donna Morales  
District Clerk

Attachment(s):

Attachment A: Proclamation in Support of Municipal Clerks Week 2018