



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JUNE 14, 2022
FROM: DONESIA GAUSE, CITY CLERK WARD: ALL
SUBJECT: CITY CLERK'S OFFICE OVERVIEW AND RECOGNITION

ISSUE:

Receive an overview of the City Clerk's Office and recognize the Office's employees.

RECOMMENDATION:

That the City Council receive and file the report.

BACKGROUND:

The City Clerk's Office (CCO) comprises three divisions, Legislative, Administrative, and Resident Services, providing support to elected officials, the public, and City Departments.

The CCO team delivers legislative support to the Mayor and City Council and seven boards and commissions, including managing the Maddy Act and the recruitment process. In addition, the CCO team conducts all regular and special municipal elections, safeguards all legislative records, processes the Code of Ethics and Conduct complaints, codifies the Riverside Municipal Code, manages Public Records Act requests, and operates a Passport Acceptance Facility.

STRATEGIC PLAN ALIGNMENT:

The CCO overview informs the general public of events and successes throughout the year which supports **Strategic Priority 5 - High Performing Government**: Providing world class public service that is efficient, accessible, and responsive to all and **Goal 5.3** - Enhancing communication and collaboration with community members to improve transparency, build public trust, and encourage shared decision-making.

Furthermore, the department aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – The CCO endeavors to involve the community in its work through inclusive engagement efforts and ensuring transparency to the public.

2. **Equity** – The CCO strives to work collaboratively with City Officials, departments, and the public to ensure the community has equal access that benefits community progress.
3. **Fiscal Responsibility** – The CCO provides high quality services to the community, ensuring responsible management of financial resources.
4. **Innovation** – The CCO uses automated platforms to provide digital services and online records.
5. **Sustainability & Resiliency** – The CCO works to adapt and grow to the changing needs of the community.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Donesia Gause, City Clerk

Attachment: Presentation